

Alaska STEPP User's Manual

School Year 2014-2015



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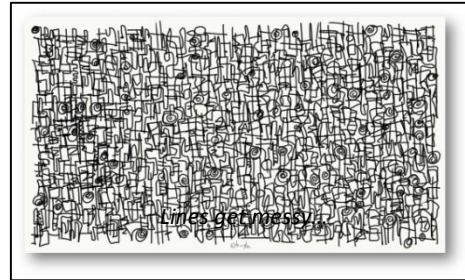
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The Purpose of Alaska STEPP

“The ultimate goal of school improvement is for the people attached to the school to drive continuous improvement for the sake of their own children and students.” Dr. Sam Redding, Center on Innovation and Improvement

Improving schools is a complicated pursuit. Few systems are more complex than the public education system. There are at least four levels to its structure: state, district, school, and classroom. There are also dozens of layers in and around and connected to each level, such as federal government, state government, local governments, tribal councils, boards of education, advocacy groups and consultants. Efforts to work hard and do the right thing at every level and within layers sometimes compete. Lines get messy, which may mean that little gets accomplished.



Alaska STEPP is a school improvement navigational tool that guides everybody in the same direction.



Alaska STEPP shows schools and districts where they are relative to their destination.



Alaska STEPP provides detailed routes for reaching objectives.



Alaska STEPP makes various accommodations for different types of schools. *Yet the destination remains constant.*

This means roles are clear, purpose is shared, effort is aligned, partnerships prevail, and improvements are sustained.

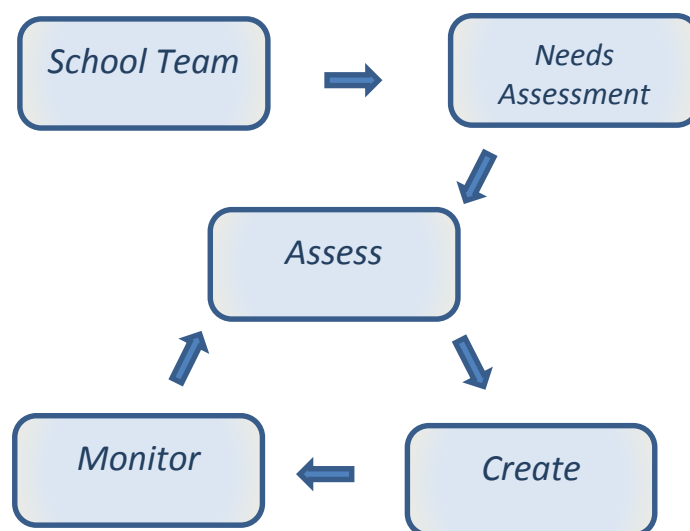
Alaska STEPP is a tool for improvement teams to provide the focus, sequence, and shared accountability necessary for improvement.

Alaska STEPP provides focus. It is based on the Continuous Improvement model, assess-plan-implement-monitor-adjust (See *Alaska's School Improvement Handbook*, Appendix B). Teams begin by assessing the present level of performance. This brings to light the specific challenges facing a school or district. Alaska STEPP is accessible by all stakeholders, keeping everyone focused on one plan. There is a built-in self-monitoring system, or checklist, to help the team keep track of what needs to get done.

Alaska STEPP provides sequence. Rubrics show levels of implementation and help define the next steps for teams. *WiseWays* research provides ideas and strategies to include in the plans. Teams select where to focus their efforts based on their assessments. Plans are not confined to one year allowing for phases of implementation that match the complexity of the goal.

Alaska STEPP provides shared accountability. It relies on team effort to assess indicators and create plans. The plans are accessible by all staff, parents, and community members increasing transparency and inviting others to pitch in and help. Alaska STEPP is not the responsibility of, or the product of, one person ensuring that the information collected, and plans created, become the shared institutional knowledge of the entire school community.

The assess-plan-implement-monitor model is what educators do every day in the classroom. Teachers begin by assessing where their students are performing, proceed by creating a plan to achieve a known target, and then implement the instructional plan. Teachers monitor students' learning to ascertain if the instruction is effective and then adjust the plan as needed. This model of assess, plan, implement, monitor, and adjust is effective for individual students as well as entire schools or districts. When applied to school and district improvement, it is called the **Continuous Improvement Model**. This model creates dynamic, responsive schools that meet the needs of all students.



District/School Team Function

What you will find in this section:

- An overview of the Team function
 - The recommended/required members of a team
 - The similarities and differences between school and district teams
-

Alaska STEPP is a tool for both school improvement teams and district improvement teams. The overall process is primarily the same, but the indicators, rubrics, and resources are tailored to the lens of either the district or the school.

The Team icon on the Navigation Toolbar links to a listing of the team members. *Completing this step is necessary so that the tool can create drop-down menus* throughout the assessing and planning pages that will enable the team to choose members to assign tasks and objectives.

Teams should include the instructional leader, teachers, paraprofessionals, parents, students, and other community members who are invested in the success of the school and district.

Teams may want to consider listing consultants, coaches, and trainers on this page. They may not attend every meeting, but having them listed as part of the team allows the team to choose a consultant to oversee or complete tasks in the plan that are related to their work with the site.

The Meeting Agenda Setup feature found on the Navigation Toolbar provides school teams a place to document meetings. Meeting agendas, meeting minutes, and meeting attendance can all be kept in one place making engagement with the school improvement plan simple and efficient. Using the Meeting Agenda Setup feature is highly recommended so school teams can record successes, identify needs, and keep accurate records of their comprehensive and continuous school improvement planning.

District Teams

District Teams have additional responsibilities in the implementation of Alaska STEPP. The district team determines a pacing guide (See “Additional Resources” page 79), for both the district and site levels that will be used by all teams. Adhering to a pacing guide is important so that work is completed continuously and predictably throughout the year. It is also essential for ensuring that the district’s assessing and planning is one step ahead of the schools, which allows for alignment of plans.

The district team is also responsible for monitoring and guiding the site plans as the year progresses. The district login allows districts the unique viewing option of selecting any of the sites’ plans to determine if they are in need of assistance or coaching. The coaching comments function gives the district administration the option to make and store messages within the tool.

Needs Assessment

What you will find in this section:

- Purpose and process of the School Needs Assessment Supplemental Form

The school needs assessment supplemental form (See Appendix F of *Alaska's School Improvement Handbook*), is a document that provides a place for collection of information about school goals/objectives, student performance, sub-group performance, school demographics, and possibly school programs and perception data. It is essential to have an accompanying collection of clear charts and graphs with succinct interpretations of data results to aid in filling out the school needs assessment. On page 2 of the School Needs Assessment, number 3 contains five pre-written goals/objectives (A-E) for schools to plan for, and on page 3 of the form there is a table for writing any *additional* goals/objectives the school might have. Also on page 3 of the form is an area to write a narrative summary of the data analysis results. After the team has worked through the Needs Assessment form, it should be submitted on the dashboard of Alaska STEPP using the upload folder.

Objectives created for school improvement are based upon the needs emerging from the data analysis and the needs assessment; therefore, it is important that schools, with the support of districts, are able to collect appropriate data efficiently and find ways to manage and display the data so that all staff members are able to analyze, communicate, and act upon it. *This analysis, communication, and subsequent actions are the heart of the continuous improvement process.*

The Needs Assessment is to be completed in conjunction with a data analysis by all districts and schools for each school year and can be found on the Dashboard of Alaska STEPP under the Complete Forms tab.

Example Data Analysis

Schedule a staff gathering to review the data. This session(s) should allow ample time for the data to be presented, discussed, and preliminary analysis established. (This is a hands-on process for staff to get into the data, to discuss it in small groups, and to offer narrative statements of strengths and weaknesses of the school).

Write narrative statements. Craft non-evaluative, yet rather specific, narrative statements reflecting the strengths and/or needs noted within each data source. Graphic representation of the data is ideal for both the review and explanation of the data. During this time the team can fill out the school needs assessment.

Prioritize the needs. Once all of the needs have been established and discussed, prioritize which needs have the greatest potential for improving student performance. These needs will be addressed by assessing the related indicators and planning objectives.

Assessing Indicators

What you'll find in this section:

- The definition of **Key Indicators**
 - The definition of **Comprehensive Indicators**
 - The Purpose & Process of Assessing
-

Alaska STEPP's foundation is a set of research-based indicators of effective practice. The indicators provide a benchmark for teams to use to assess their systems and procedures. The indicators are categorized into six domains of effective practice: curriculum, instruction, assessment, supportive learning environment, professional development, and leadership.

Indicators of effective practice are grouped into two categories: Key and Comprehensive.

- **Key Indicators** are the "Phase 1" practices to implement. These indicators build the foundation of an effective system and may provide momentum. The Key Indicators are closely linked to all other indicators, which enables a school or district to address multiple indicators while only assessing and planning for one. The Key Indicators have also been cross-walked with the 7 Turnaround Principles required for Priority and Focus schools through Alaska's approved ESEA Flexibility Waiver and state regulations.
- The other school improvement indicators, the **Comprehensive Indicators**, provide schools and districts with an opportunity to dig deeper into improvement. A school or district may choose to include a cluster of comprehensive indicators to focus their efforts on a particular domain or add a specific comprehensive indicator that the staff has selected as an area of extreme need.
- Title I Schoolwide Indicators in domain 8 will be assessed by Title I Schoolwide schools using Alaska STEPP for their Schoolwide plan. For more information, access the following link:
http://education.alaska.gov/tls/TitleIA/pdf/Using_AK_STEPP_TitleI_Plan.pdf

The Filter Dropdown Menu on the Main Menu page of Alaska STEPP will allow users to access specific groups of indicators to assist teams in completing those indicators. The filter drop-down menu lists several options: Key Indicators, Comprehensive, (Title I) Schoolwide Plan, and Parent Involvement Policies. When one of these filters is selected, only the indicators related to that specific plan are listed.

Priority Schools need to assess and plan for all Key Indicators. Focus schools begin their work by considering and assessing the Key indicators and creating tasks for the most applicable indicators. All other users (including one-, two-, and three-star schools) should first determine their greatest areas of need and work with indicators that will help them build systems to provide the necessary support and structure. All indicators have rubrics describing stages of development from limited to exemplary.

Teams score their school or district by examining evidence that supports the rating. It is strongly recommended that teams set a time limit for the discussion; most teams find that 15-20 minutes per indicator is adequate.

Alaska STEPP provides teams with the flexibility to work through the process in a way that best fits their style. Although an improvement plan cannot be created before assessing an indicator, teams can choose the way to assess indicators before beginning: assess all indicators before planning, assess and then plan for each indicator, or assess a group of indicators and then plan for those indicators. The choice of how to approach the work should be made at the beginning of the year during the first meeting. Some questions that may guide a team's decision include, "Do we agree on where our areas of most need are? Is that supported by data? Do we want to complete all of the work together or break into smaller teams and present our ideas to each other?"

It is important to realize that the purpose of assessing indicators is to give an accurate representation of what is currently happening at the site. Providing accurate descriptions is essential for two reasons. First, it provides teams a clear starting point, thus opening the possibility of making a meaningful decision about what plan to make. Second, it provides the district the opportunity to support efforts at the site in an efficient and effective manner. District teams set the tone for this honest reflection by stating the intention of assessing. Teams follow this general pattern when assessing an indicator:

1. The school team chooses which indicators will be assessed based on the school's designation (Appendix B, *Alaska's School Improvement Handbook*), and area of need.
2. The team decides whether to put the information in the online tool, or whether to use paper worksheets (Appendix H, *Alaska's School Improvement Handbook*), and later have the information transferred to the online tool.
3. Team members read the Wise Ways® research that describes research based practices.
4. The team reaches an agreement on the meaning of the indicator and the terms used within the rubric. Then the team discusses specific examples from their school/district that support a rating of a 1, 2, 3 or 3+, reaching consensus.
5. The team describes the current level of development about what is currently happening at the site giving very specific and detailed information.
6. If a score of 1 or 2 (limited implementation) is given, teams assign an opportunity and priority score to assist them in prioritizing during the planning phase.
7. If a score of 3 or 3+ is given, teams are prompted to describe what plans and structures are in place to sustain their efforts.
8. The school team begins each description entry with the current date and is very specific about the information that will be needed to provide evidence for a fully met objective.

Some questions to guide your discussion might include:

- What rubric score matches our site?
- What are we doing that matches the description in the rubric?
- What are we missing?
- What practices can we describe in the text box to explain why we have this score?

Writing Objectives & Creating Tasks

What you'll find in this section:

- An overview of the steps in the planning process
- How to enter objectives and tasks into Alaska STEPP
- A description of the “Notes from Your Discussion” text box
- How Alaska STEPP creates a historical record for reference

Schools and districts create goal-oriented plans i.e., Objectives, with discrete tasks in Alaska STEPP in Create School/District Plan. After analyzing data and determining focus areas, teams are guided through a planning process that uses this information to create plans with high potential for improving student achievement. Alaska STEPP saves users' work and does not allow users to move forward unless all required information has been completed. This prevents lost time and errors in planning.

A team can assess and plan during the same meeting, or choose to plan in a separate meeting. Best practice recommends that the district's pacing guide is slightly ahead of the schools' pacing guide so that schools can align their plans with the larger district goals.

Note: “indicators” become “objectives” during the planning phase.

Teams follow this general pattern when writing an objective:

1. The team selects an assessed indicator with a score of 1 or 2 from which to plan.
2. A team member is selected to oversee the progress of the plan.
3. The team describes how it will look when fully implemented (*beginning each description entry with the current date*); this description is the precursor to writing an objective. Though it's not highly recommended, a site can use the language in an indicator to help write an objective. Many teams find it helpful to get ideas from the 3 or 3+ rubric descriptions and then personalize them to their sites.
4. Objectives should not include information that describes how to achieve the goal, but only what the targeted accomplishment will be; they are written in an active voice and are written to directly or indirectly have a positive impact on student academic achievement.
5. Objectives reflect the highest priority needs of the school. Measurable objectives can be proven with evidence.
6. Teams enter a realistic date of attainment by which they will reach full implementation. This date is not limited to the current school year.
7. Teams add practical tasks that lead to the full implementation of the objective. Teams can add as many tasks as are needed.
 - a. Each task is given a due date and is assigned to a member of the team or the school community.
 - b. Added tasks indicate or imply that specific action will be taken. Tasks should be clearly linked to the identified needs and objectives. Each task helps objectives be reached. Tasks are assigned to appropriate and multiple staff members, and tasks are acceptable and understood by all stakeholders.

Implementing and Monitoring the Plan

What you'll find in this Section:

- Resources for guiding your implementation
- Resources for leading change initiatives

Alaska STEPP is a tool that provides a framework for schools and districts to plan in a continuous improvement format. This allows for realistic timelines when planning immediate objectives or when planning objectives that will take several years to accomplish. Built-in supports such as the **Rubric**, **WiseWays®**, and **Meeting Agenda Setup** assist teams to work efficiently and to use best practices. The software is user-friendly and stores information for easy reference. Instructions for how to use these tools are found within this User Manual.

However, the software cannot implement the plan; that is the work of professional educators on site and at the district level. The improvement team leads this process but should not be solely responsible for every task. Not only will this over burden individuals, but research in school and district improvement shows that it is essential to include a wide variety of school and community stakeholders. This creates shared vision, shared ownership, and shared responsibility that leads to higher-order change that is sustainable. Decades of research shows that regular feedback improves goal setting effectiveness, and some researchers have argued that feedback is a necessary condition for goal-setting to enhance performance.

Monitoring and implementing a school improvement plan are fixed processes of continuous school improvement planning. If the school improvement plan is not systematically monitored and implemented with diligence, essentially continuous planning is not occurring. Providing consistent information and feedback to school community stakeholders is an important part of the school improvement plan design.

Annually updating objectives can easily be done by entering the current date and writing a short narrative of current practices being implemented.

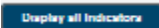
If a school or district writes a plan with objectives that require a change in practices or philosophy, it is essential to strategize a way to lead people through that adjustment period for increasing student achievement. On the Alaska STEPP dashboard, there are links to information about the turnaround process and guiding these initiatives. These links are located in the middle of the dashboard under Docs & Links. In addition, Alaska Department of Education & Early Development staff is available to assist schools and districts in accessing resources.

Updating/Monitoring the Plan Annually

What you'll find in this Section:

- Annually updating information
- Updating Assessed Indicators/Evidence, Updating Objectives, Updating Tasks
- Archiving Indicators

Schools often times are required to update information in their Alaska STEPP plan on an annual basis, particularly Priority & Focus schools. Therefore, several different ways have been discovered to update an Alaska STEPP plan: updating assessment/evidence, updating objectives, updating tasks, and/or archiving indicators.

Updating Assessed Indicators/Evidence. 1.) Go to the Assess feature (either through the Main Menu Page, or through the Assess icon on the Navigation Toolbar), 2.) Click on Display all Indicators: , 3.) Click on Tab 3. Indicators Assessed, 4.) Choose the desired indicator, and 5.) Update information In Box 4. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date.*

Updating an Objective. 1.) Go to the Create feature (either through the Main Menu Page, or through the Create icon on the Navigation Toolbar), 2.) Choose the desired indicator, 3.) Click the Edit button, and 4.) Enter new information in Box 2. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date.* Use this space to describe what has changed, what is current

Updating a Task. 1.) Go to the Create feature (either through the Main Menu Page, or through the Create icon on the Navigation Toolbar). 2.) Choose the desired indicator, 3.) Choose the desired task, and 4.) Update information in Box 5a.. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date.* Comments can also be written in Box 5e.

Archiving an Indicator. Any indicator can be archived i.e., the information moved and stored. When a site needs to assess and/or plan for an indicator from scratch, they can contact EED and request an indicator be archived. When an indicator is archived, it is essentially being flagged for re-assessment (See pg. 54 of this manual). Thus, a red flag pops up on the Main Menu Page that shows an indicator has been archived and is ready for re-assessment. There is a difference between an indicator being archived and an indicator being systematically flagged. When an indicator is *archived* the process is initiated by the district, school, or by EED, and Indistar manually makes the change. When an indicator is systematically *flagged*, it will come up for re-assessment on a two year cycle. (See pg. 15 of this manual for additional information about Systematic Flagging of Key Indicators.)

Self-Monitoring

What you'll find in this Section:

- How to access the objectives and tasks associated with your School/District Improvement Plan
- How to enter information regarding the completion or work towards completion of a task
- Annually updating information

Plans must be implemented in order to effect change. Alaska STEPP assists teams with keeping their plan dynamic by Monitoring. Teams report on the progress made toward accomplishing the objectives and their related tasks. This helps teams hold themselves accountable for the work they designed and allows them to adjust their plan when necessary. It is recommended that teams begin each meeting with the monitoring step.

The objectives included in the plan are listed with a brief description that includes person responsible, target date, number of tasks, percentage of tasks complete, and when the objective has been met. The objective list can be sorted by any of the fields, allowing a team to focus on specific goals such as upcoming deadlines or tasks that are nearly completed. The tasks are also color-coded for easy reference: complete, not complete, or in need of a task. This color-coding is consistent throughout the tool.

To enter information regarding the completion, or work towards completion of a task, select the objective from the list in the Monitor Box on the Main Menu page. Select the task from the list and then update the task by beginning each description entry with the current date and adding notes to the comments section and/or entering a completion date. When a completion date is entered, a text box appears asking users if the objective was fully met, if it is not met, if additional tasks need to be entered, or if the team is not ready to make a decision at this time. The final two options reinforce the continual improvement process and allow teams to adjust plans.

If a team chooses that the objective has been fully met, a text box appears that prompts them to write the status of the objective; don't forget to begin each description entry with the current date. Also include reflecting on the experience of pursuing this objective, what continued work will be necessary to sustain efforts and continue to meet the objective, and what evidence shows this objective has been fully and effectively implemented. The tool will not allow users to move forward unless each of these boxes is completed.

Year 1, Year 2 and the Process Manager's Responsibilities

Alaska STEPP is a framework and a tool. The team and the leader are the most valuable assets in the school improvement process. This process relies upon the collective capacity of the group and their shared goals. The goal of Alaska STEPP is to organize and facilitate the team's work in order to create and implement a targeted, effective plan.

Year One in Alaska STEPP

The year begins in the late spring, the late summer, or early fall with training for all site and district process managers. This training will cover the purpose, process and products of Alaska STEPP. It will provide process managers/leadership teams with opportunities for guided practice using the tool and an overview of the resources available.

Each district should establish a pacing guide (See "Additional Resources" page 78) that outlines the indicators to be assessed by each school and the order in which this should be accomplished. Districts also need to ensure that school and district teams have time to meet regularly. Effective teams meet *at least* once per month. Most teams meet for an hour; it may be useful to have several longer meetings in the beginning of the process.

After the training, the team leaders then begin the process of implementing Alaska STEPP at their respective sites. There are several important pieces to put in place so that the process runs smoothly. Site process managers need to recruit and train their team in the process of Alaska STEPP. Team leaders have several tools at their disposal for this training: this manual, webinars, the introductory PowerPoint used in trainings, and assistance from the district team. This sequence has been used successfully at sites:

- Introduce teams to the purpose and process of Alaska STEPP
- Establish a pacing guide
- Develop a calendar with regular meetings and important benchmarks
- Begin working through the process of Continuous School Improvement Planning in Alaska STEPP

As with any initiative, taking time at the beginning of the process to ensure understanding will reap dividends in the long term. It is also recommended that the process manager attend to the adaptive challenges of implementing a new program.

Many sites, especially larger sites, have found it useful to get all of the teachers' input regarding the assessment of each indicator. Collecting this data can easily be accomplished through the use of a survey. EED has created a survey using the Survey Monkey website that can be sent to anyone the team would like feedback from. It lists all of the indicators, and participants mark what they believe to be the current level of implementation; the results from the survey can then be taken into account while the team is determining the assessment score.

Ideally, the first team-meeting is reserved for introducing the purpose and process of Alaska STEPP to the team and for creating a meeting schedule using the Meeting Agenda Setup feature, or using a pacing guide provided by the EED. After introducing the team to the tool and the Continuous Improvement Model, the team determines the schedule that will help them to achieve their goals. This schedule should include dates to share the work with a larger audience such as the rest of the staff, the school board, or the community.

The second team meeting can be focused on the Needs Assessment. This analysis needs to be done prior to looking at the indicators so that the team has a picture of the school's successes and challenges. The team analyzes multiple sources of data. Some possibilities include state testing data, district and school assessments, attendance, graduation rate, behavior referrals, and parent volunteer rates.

The subsequent team meetings will be conducted in this pattern.

The team gathers data to inform assessing and/or planning discussion.

The team determines present level of implementation, coming back to the data (or evidence) to support their rating, and describes in full what is currently happening at the site.

The team determines which indicators, now referred to as objectives, will be the focus of planning. In-depth plans are created for these objectives with practical tasks and deadlines.

****note: schools and districts may have required objectives to plan for based on their star designation and/or district requirements. However, not all required objectives will need in-depth plans.***

The team monitors the completion of the tasks and the implementation of the plans. Team discussions are focused on the progress toward goals and on determining if the plan is creating the desired change. If necessary, teams can modify their plans at any time.

Note: As teams move through the planning process, they begin each meeting by monitoring their work and entering information regarding completed tasks.

Year 2 and Beyond – Flagging Indicators

The first year of implementing Alaska STEPP is the most intensive year because teams are shifting to a continuous improvement process, learning how to use the software and going through the initial, time-intensive assessing phase. But what happens next?

The process of Alaska STEPP is built on Continuous Improvement. This means that there is not one date when planning is finished, put in a binder, and the work is done. Instead, this process relies on regular team meetings to monitor the plans that are being implemented and to adjust the plans as conditions change.

Although the work is ongoing, the due date for submitting the plan is November 1st of each school year. To submit your Alaska STEPP work, go to the Dashboard to the Submit Forms/Reports tab in the middle of the Dashboard page. Click the Submit button next to Alaska STEPP – Comprehensive Plan Report. When you click the Submit button, a PDF of the Comprehensive Plan Report is generated. The Submit button is grayed out, and the date of submittal appears beside it.

Teams can continue working in the tool after they submit the plan. The plan can be updated.

Each subsequent year that a school or district works in Alaska STEPP, they begin by completing the Needs Assessment. The most likely time for this to happen is after the school receives its most current AMP (Alaska Measures of Progress) information in the late spring, late summer, or early fall.

If the members of the team have changed from the previous year, go to School Team to update the team information.

Teams do not need to reassess every indicator each year. It is essential that the team begins the year by reviewing the comprehensive plan report, noting progress, and updating narratives in the tool by beginning each update with the current date and describing any changes that have occurred (See pg. 11 of the manual). Creating a pacing guide (See “Additional Resources” page 78), that includes monitoring of specific goals, as well as which indicators that need reassessment, is also recommended. For example, if staff turnover was high in a given year, the indicators in the professional development or instruction domains may need to be revisited. If a principal is new, the team may want to look again at the leadership domain to determine what areas may need additional support or a change in plans.

Systematic Flagging. Key Indicators will be systematically flagged for re-assessment two years from the time of full implementation or two years from the time an objective was met. Indistar puts this flagging feature in place, so each site that has Fully Implemented or Met Objectives for Key Indicators will re-assess those indicators exactly two years from the date those indicators were initially assessed at Fully Implemented or two years from the date Objectives were Met: the flagging will be staggered depending on the date of objectives being met or indicators being fully implemented. A red flag will appear on the Main Menu Page stating which indicators are flagged for re-assessment (See pg. 54 of this manual).

Facilitating an Alaska STEPP Meeting

The success of Alaska STEPP relies on regular, effective team meetings. Below are suggestions on how to use research-based practices for these meetings and descriptions of the built-in supports that Alaska STEPP provides to save time and assist with organization (*Alaska's School Improvement Handbook*).

Highly effective teams create norms, or statements of purpose and by-laws, that establish procedures and a common understanding of their group values around important issues such as communication, time, and professionalism. One excellent resource, *Indicators in Action*, is found on the Indistar website log-in page:

<http://www.indistar.org/action/courses.html>

One way to guide a team's creation of norms is to have each member answer the question: What do I need in order to do my best work? A list of five to seven items that everyone agrees to becomes a foundational piece for working together. Some common team norms are:

1. Begin and end on time.
2. Pay attention to how much a person talks or shares the air space.
3. Use respectful and professional language.
4. Stay on task; keep the cell phones and email off.
5. Adhere to the agenda and time frame.

Norms should be created at the very first meeting and read or posted at the beginning of each meeting reminding participants of their contract with each other.

It is important for the principal or instructional leader to be willing to begin the difficult conversations that may occur while assessing the school's progress or in discussing reasons for low student achievement. At times, these discussions may feel personal to team members, but it is essential that everyone work against the natural inclination to take these discussions personally. The purpose for honest assessment is that the actions of the team will be directed toward changing practices that are not producing the desired level of student achievement.

Facilitating this conversation requires the leader to encourage everyone to speak, to monitor adherence to the group norms, and to keep an eye on the time and productivity of the conversation. As Process Manager, one idea to consider is to begin the year by modeling honest and open assessment for the team. This might be accomplished by sharing a self-assessment, and accompanying evidence, of a specific indicator within the leadership domain. This serves two purposes. First, it models the process

Process Manager Helpful Hints

- ✓ Create norms with the team.
- ✓ Establish a positive and collaborative environment for your team.
- ✓ Schedule the year's meetings as early as possible to establish priority.
- ✓ Schedule meetings at least once per month.
- ✓ Determine the requirements of the pacing guide.
- ✓ Choose an indicator to use as a model
- ✓ Choose who will be in charge of the technology.
- ✓ Maintain a file of the agendas, and minutes.
- ✓ Utilize Meeting Agenda Setup feature on STEPP.

and the importance of using evidence to support a rubric score. Second, it opens the door to having meaningful discussions about the work of the educators in the school without finding fault.

Year-long Meeting Guide/ Helpful Hints

The team begins by considering the requirements as defined by the district's pacing guide. There is not one right way to complete the work. However, it is important to determine what amount of time the team will need to fulfill the request of the district. Time is a scarce resource in every school, so it is essential that the meetings be scheduled as early in the year as possible and a commitment made by all involved. There may be some meetings where the entire team is not able to be present. Plan on meeting anyway, trusting that the people at the table are those that need to be there.

It is strongly recommended that each team leader schedule an Alaska STEPP meeting at least once per month for the length of the school year. These meetings should be calendared in a predictable pattern, such as "every second Tuesday at 2:30." Some principals have found it helpful to hold two meetings per month in the fall, giving teams the time needed to get accustomed to the process and the tool. Another strategy used by principals is to have one or two longer meetings, up to a half-day, early on in the process to establish momentum and to complete a large amount of the initial groundwork.

Some principals have found it useful to delegate the responsibility of entering information and navigating the technology to another team member who possesses strong computer skills. This strategy frees up the team leader to focus on facilitating discussions and leading the improvement process.

Some teams choose to work from the paper worksheets created in the meeting planner and then enter the information into the online tool after the meeting. Other teams prefer to work directly online and enter the information as they go, in real time. If teams choose to work online, *please remember that the program needs to be active every 30 minutes*. In the event that the program times out due to inactivity, simply log in again. Remember to save whenever possible, as there is no auto-save feature within Alaska STEPP.

It is important for the team leader to take the lead in organization, effective use of time, and follow through. Team leaders may find the *WiseWays* resource helpful to prepare their team for discussions around difficult topics. *WiseWays* are documents that provide an overview of research and best practices linked to each indicator. Distributing this information to all team members prior to the meeting will help everyone have the same level of basic knowledge regarding a specific indicator.



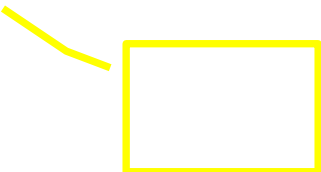


Alaska STEPP also has the Meeting Agenda Setup feature that allows the team leader to select which indicators to discuss at any given meeting and allows them to efficiently print out all related materials. Additionally, within the meeting feature, there is a place to record notes (or minutes) from meetings so *everything regarding the team's school improvement efforts and/or work in Alaska STEPP is saved in one location and is easily accessible.*

Understanding the Alaska STEPP Manual Directions

This manual provides step-by-step visual directions for using the Alaska STEPP Improvement Planning Tool. *Pages 7 - 10 include **narrative** that describes the three processes of continuous school improvement planning: Assessing, Creating, and Monitoring. Pages 45 - 70 include **directions** about using Alaska STEPP to complete the three processes of continuous school improvement planning: Assessing, Creating, and Monitoring. It might helpful to use these two sections of pages side by side when working through the three processes of school improvement planning in Alaska STEPP.*

Each page has a title and text that describes the basic purpose of the process illustrated.


Key to Symbols used

	A red circle indicates the location of a button, link, or a significant item on a page
	A green arrow indicates links between actions or a relationship between functions
	Boxes provide further explanation of text or buttons
	Brackets indicate a group of items referred to in the text or directions
	Callouts indicate reminder notes

Important Notes about Alaska STEPP

- Users are not able to move on until all sections on a page are completed.
- Always use the navigation buttons within the tool to travel between pages instead of the browser's "back" button or arrow.
- Save buttons are located at the bottom of each page and/or text box. The system times out after 30 minutes. Save work often!

Alaska STEPP School Alaska
Assess - Team Assesses Indicators

 **Navigation Toolbar**

In the Assessment process, tabs serve as a way to navigate through the indicators that need to be assessed or to view previous assessments.

- **Tab 1** will help narrow your search for an indicator. Choose a filter option, a section to view indicators by a specific area, or choose Display All Indicators to see a complete list.
- **Tab 2** will display indicators that have not been assessed, or those needing to be reassessed.
- **Tab 3** will display assessment information for indicators previously assessed. Once a plan has been created for an indicator, the Level of Development cannot be changed. However, Priority and Opportunity Scores, as well as current implementation description and evidence can be updated.
- **Tab 4** will display when initially adding or updating an assessment for an indicator.



You must have School-level access (principal & process manager) to make changes to this page.
Other levels of access (state, district, coach) may view this page, but any changes to content cannot be saved.

Indicators: **All Indicators**

1. Select Indicator	2. Indicators to Assess	3. Indicators Assessed	4. Assess Indicator
<p>Wise Ways @ Rubric</p> <p>(Key) 1.01 - School staff implements the district approved, research based curricula that are aligned with Alaska Content Standards. (323) (KEY)</p> <p>3 - Insert your rubric score for this Indicator (1 - 3). <i>*required</i></p> <hr/> <p>1. Choose your level of Development or Implementation for this Indicator. <i>*required</i></p> <p> <input type="checkbox"/> No Development or Implementation <input type="checkbox"/> Limited Development or Implementation <input checked="" type="checkbox"/> Full Implementation </p> <p>2. Please provide evidence that this indicator has been fully and effectively implemented. <i>*required</i> Also, describe the continued work that will be necessary to sustain your efforts. <i>*required</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>8/23/13 Our K-5 school is using district adopted curricula that is aligned to state standards, Wonders & Math in Focus. Staff members have attended trainings that support each curricula and ongoing PD is planned for winter and spring in-services. Weekly PLC agendas include discussion on teaching with fidelity (see agenda minutes), and data from principal walk-throughs reflects current instructional practices in place (see tally sheet). Documentation from peer and self-evaluation can also be viewed on survey monkey. Our school schedule supports implementing curricula with fidelity, i.e., weekly PLC meetings, small group instruction, & time set aside for progress monitoring.</p> </div> <p>Save This Indicator</p>			

Alaska STEPP Login - From EED Web Site

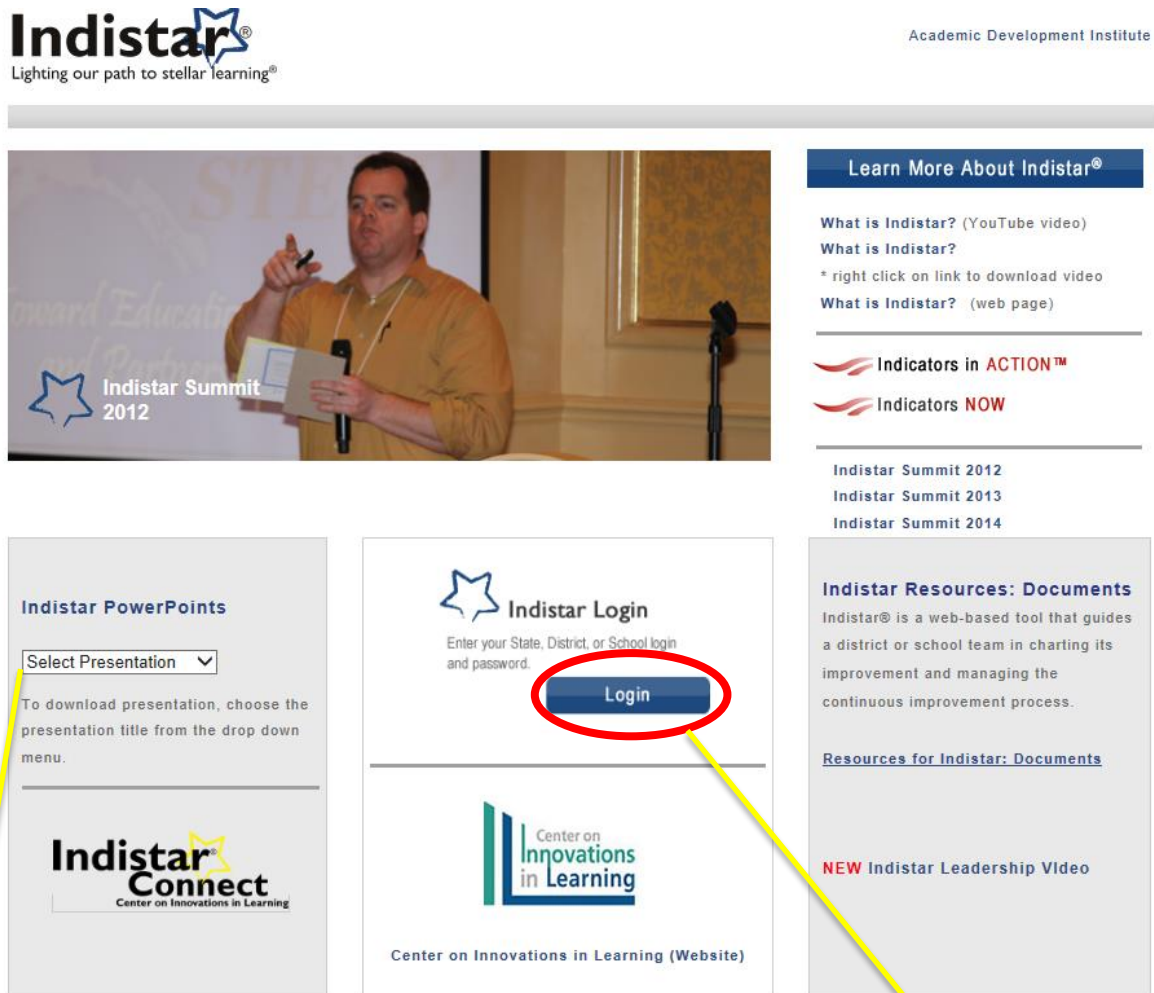
Located on the Alaska Department of Education & Early Development Website

The Alaska STEPP login is located on the EED website, <http://education.alaska.gov>, under the orange “Support” star.



Alaska STEPP Login – From Indistar Web Site

Alaska STEPP may also be accessed on the Indistar website: <http://www.indistar.org/>



The screenshot shows the Indistar website homepage. At the top left is the Indistar logo with the tagline "Lighting our path to stellar learning®". At the top right is the text "Academic Development Institute". Below the logo is a large video player showing a man presenting at the "Indistar Summit 2012". To the right of the video is a "Learn More About Indistar®" section with links to "What is Indistar? (YouTube video)", "What is Indistar?", and "What is Indistar? (web page)". Below this is a section for "Indicators in ACTION™" and "Indicators NOW". Further down are links for "Indistar Summit 2012", "Indistar Summit 2013", and "Indistar Summit 2014". On the left side, there is a "Indistar PowerPoints" section with a "Select Presentation" dropdown menu and the "Indistar Connect" logo. In the center is the "Indistar Login" section with a "Login" button circled in red. On the right is the "Indistar Resources: Documents" section with a link to "Resources for Indistar: Documents" and a "NEW Indistar Leadership Video".

Indistar PowerPoints

Select Presentation ▼

To download presentation, choose the presentation title from the drop down menu.

Indistar Connect
Center on Innovations in Learning

Indistar Login
Enter your State, District, or School login and password.
Login

Indistar Resources: Documents
Indistar® is a web-based tool that guides a district or school team in charting its improvement and managing the continuous improvement process.
[Resources for Indistar: Documents](#)
NEW Indistar Leadership Video

Indistar Power Points explaining features of the online program

Indistar is the organization that created the online planning tool, Alaska STEPP

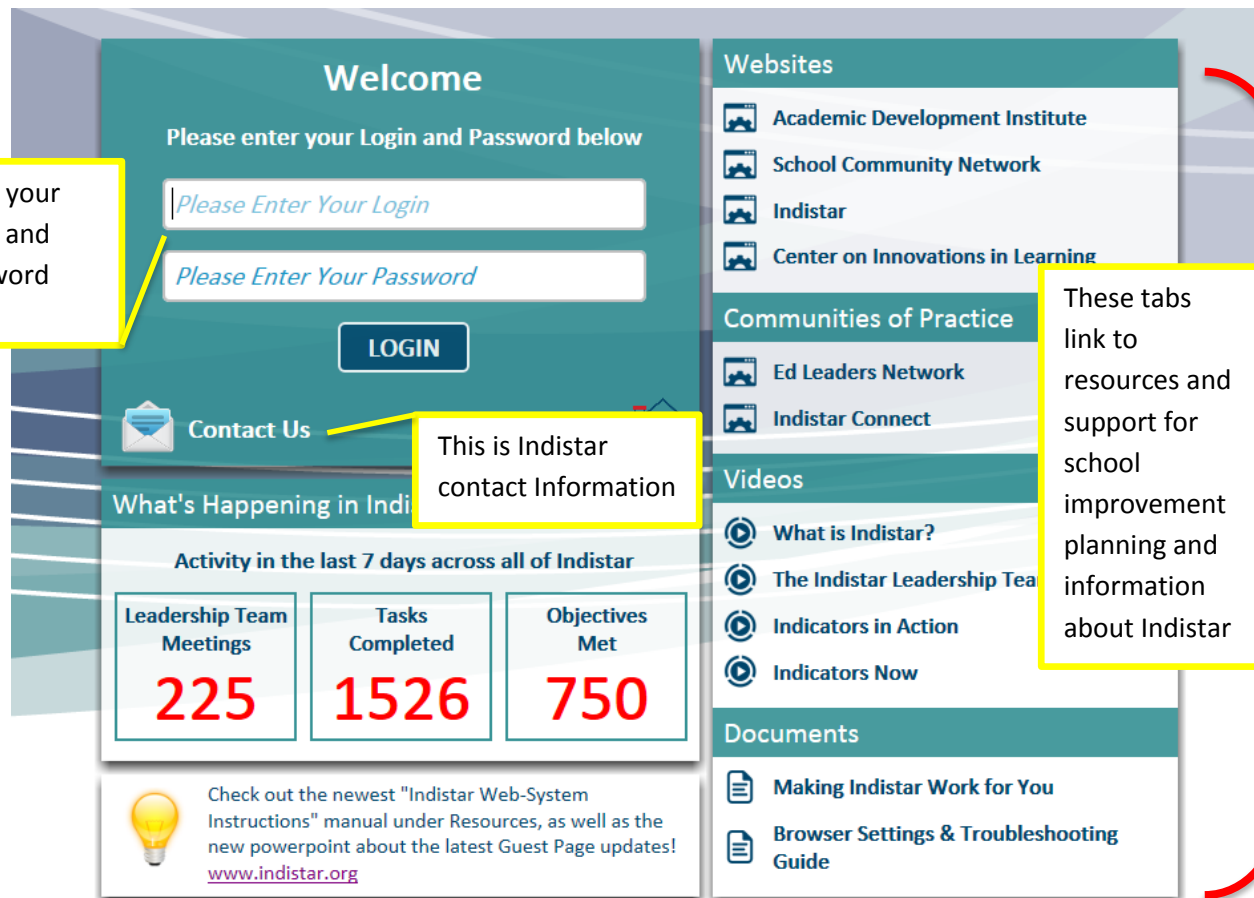
1. Click on the URL <http://www.indistar.org>
2. Click on the **Login** tab

Alaska STEPP Login

Welcome Screen

Each district and each site will be provided with one process manager login name and password. This login is the only one that allows users to write/edit information in Alaska STEPP.

Additional read-only logins for staff, parents, school board members, and other stakeholders are located on the Dashboard. These logins are called "Guest Logins." They allow guests to view the comprehensive plan report, the summary report, and the Where Are We Now report.



The screenshot shows the Alaska STEPP Welcome Screen. It features a central login area with fields for 'Please Enter Your Login' and 'Please Enter Your Password', and a 'LOGIN' button. To the right, there are sections for 'Websites' (Academic Development Institute, School Community Network, Indistar, Center on Innovations in Learning), 'Communities of Practice' (Ed Leaders Network, Indistar Connect), 'Videos' (What is Indistar?, The Indistar Leadership Team, Indicators in Action, Indicators Now), and 'Documents' (Making Indistar Work for You, Browser Settings & Troubleshooting Guide). Below the login area, there is a 'Contact Us' link and a section titled 'What's Happening in Indistar' showing activity in the last 7 days across all of Indistar. This section includes three boxes: 'Leadership Team Meetings' with the value 225, 'Tasks Completed' with the value 1526, and 'Objectives Met' with the value 750. At the bottom, there is a lightbulb icon and a message about the newest 'Indistar Web-System Instructions' manual and a powerpoint about the latest Guest Page updates, with a link to www.indistar.org.

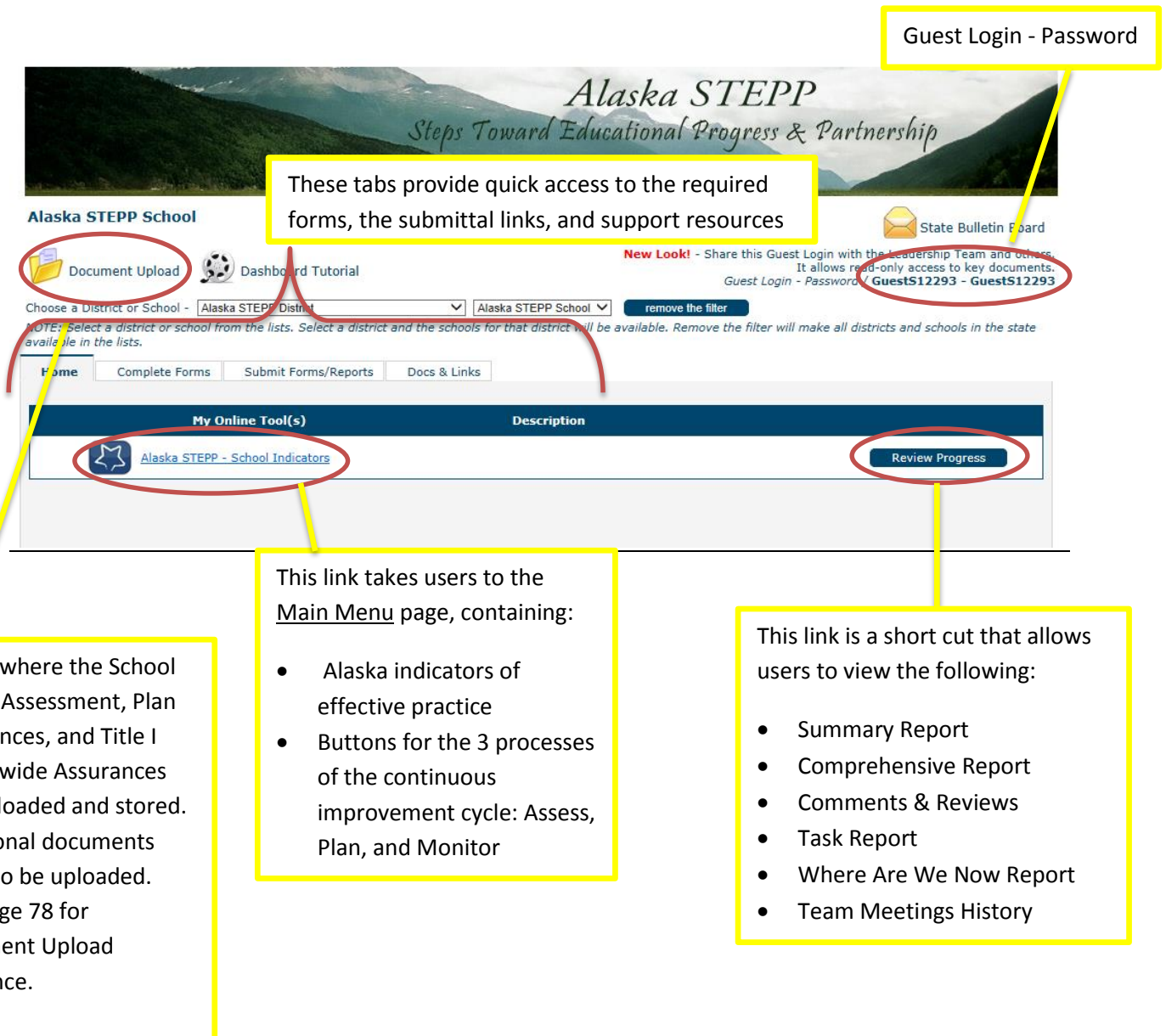
Enter your Login and Password here

This is Indistar contact Information

These tabs link to resources and support for school improvement planning and information about Indistar

School Dashboard - Overview

The Dashboard (the page with the mountains) is the home screen for Alaska STEPP. Once opened, the dashboard will remain as an open window in your computer's browser even when other pages are opened and viewed. You may always return to the Dashboard by returning to the browser window for this page.



Guest Login - Password

These tabs provide quick access to the required forms, the submittal links, and support resources

Document Upload

Dashboard Tutorial


State Bulletin Board

New Look! - Share this Guest Login with the Leadership Team and others. It allows read-only access to key documents.
Guest Login - Password: **GuestS12293 - GuestS12293**

Choose a District or School - Alaska STEPP District Alaska STEPP School remove the filter

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

Home Complete Forms Submit Forms/Reports Docs & Links

My Online Tool(s)	Description
 Alaska STEPP - School Indicators	Review Progress

This is where the School Needs Assessment, Plan Assurances, and Title I Schoolwide Assurances are uploaded and stored. Additional documents can also be uploaded. See page 78 for document Upload Guidance.

This link takes users to the Main Menu page, containing:

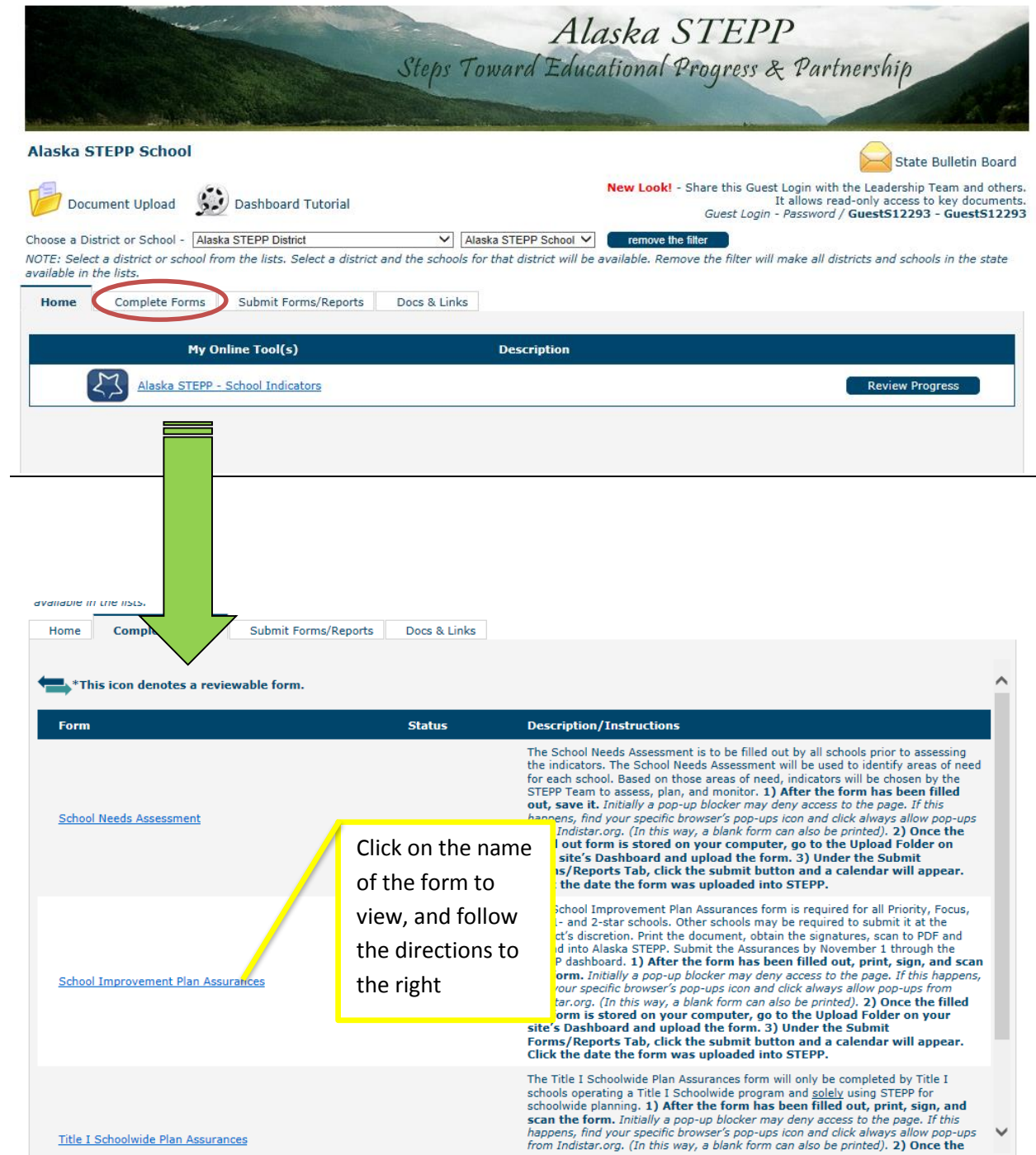
- Alaska indicators of effective practice
- Buttons for the 3 processes of the continuous improvement cycle: Assess, Plan, and Monitor

This link is a short cut that allows users to view the following:

- Summary Report
- Comprehensive Report
- Comments & Reviews
- Task Report
- Where Are We Now Report
- Team Meetings History

School Dashboard - Complete Forms Tab

Schools and districts that submit plans to EED can access the School Needs Assessment, Plan Assurances, and Title I Schoolwide Assurances.



Alaska STEPP
Steps Toward Educational Progress & Partnership

Alaska STEPP School


Document Upload | Dashboard Tutorial

New Look! - Share this Guest Login with the Leadership Team and others. It allows read-only access to key documents.
Guest Login - Password / **GuestS12293** - **GuestS12293**

Choose a District or School - Alaska STEPP District Alaska STEPP School remove the filter

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

Home **Complete Forms** Submit Forms/Reports Docs & Links

My Online Tool(s)	Description
 Alaska STEPP - School Indicators	Review Progress

Home **Complete** Submit Forms/Reports Docs & Links

*This icon denotes a reviewable form.

Form	Status	Description/Instructions
School Needs Assessment		The School Needs Assessment is to be filled out by all schools prior to assessing the indicators. The School Needs Assessment will be used to identify areas of need for each school. Based on those areas of need, indicators will be chosen by the STEPP Team to assess, plan, and monitor. 1) After the form has been filled out, save it. Initially a pop-up blocker may deny access to the page. If this happens, find your specific browser's pop-ups icon and click always allow pop-ups from Indistar.org. (In this way, a blank form can also be printed). 2) Once the form is stored on your computer, go to the Upload Folder on your site's Dashboard and upload the form. 3) Under the Submit Forms/Reports Tab, click the submit button and a calendar will appear. Click the date the form was uploaded into STEPP.
School Improvement Plan Assurances		School Improvement Plan Assurances form is required for all Priority, Focus, and 2-star schools. Other schools may be required to submit it at the district's discretion. Print the document, obtain the signatures, scan to PDF and upload into Alaska STEPP. Submit the Assurances by November 1 through the P dashboard. 1) After the form has been filled out, print, sign, and scan the form. Initially a pop-up blocker may deny access to the page. If this happens, find your specific browser's pop-ups icon and click always allow pop-ups from Indistar.org. (In this way, a blank form can also be printed). 2) Once the form is stored on your computer, go to the Upload Folder on your site's Dashboard and upload the form. 3) Under the Submit Forms/Reports Tab, click the submit button and a calendar will appear. Click the date the form was uploaded into STEPP.
Title I Schoolwide Plan Assurances		The Title I Schoolwide Plan Assurances form will only be completed by Title I schools operating a Title I Schoolwide program and solely using STEPP for schoolwide planning. 1) After the form has been filled out, print, sign, and scan the form. Initially a pop-up blocker may deny access to the page. If this happens, find your specific browser's pop-ups icon and click always allow pop-ups from Indistar.org. (In this way, a blank form can also be printed). 2) Once the

Click on the name of the form to view, and follow the directions to the right

School Dashboard - Submit Forms/Reports Tab

Schools and districts that submit their improvement plans to EED submit the forms no later than November 1st of each year by clicking the submit button under the Submit Forms/Reports tab. This creates a PDF of the Comprehensive Plan Report as it is written on that date. Teams can continue to work on the report after it is submitted, revising as needed.



Alaska STEPP School

Document Upload [Dashboard Tutorial](#)

Choose a District or School - [remove the filter](#)

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the available in the lists.

Home Complete Forms **Submit Forms/Reports** Docs & Links

The Dashboard Tutorial is a useful video that covers the main elements of the Dashboard.

Choose a District or School - [remove the filter](#)

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

Home Complete Forms **Submit Forms/Reports** Docs & Links

Report Name	Submit By	Submitted	Previous
Alaska STEPP - Comprehensive Plan Report	November 1, 2014	submit	
School Needs Assessment-11/01/14	November 1, 2014		
School Improvement Plan Assurances-11/01/14	November 1, 2014	submit	
Title I Schoolwide Plan Assurances-11/01/14 (If Applicable)	November 1, 2014		

To submit a school improvement plan, click the submit button: a pdf of the Comprehensive Plan Report will be created

To submit Assurances, click submit and a calendar will open: choose the date the document was uploaded


School Dashboard - Docs & Links Tab

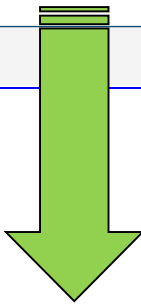
The Alaska STEPP Docs & Links tab provides access to supplemental tools that can assist teams with completing their STEPP plan.

Choose a District or School - [remove the filter](#)



NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

Home Complete Forms Submit Forms/Reports **Docs & Links**

My Online Tool(s)	Description
 Alaska STEPP - School Indicators	Review Progress










Alaska STEPP School
Alaska Gateway School District

 Document Upload  Dashboard Tutorial

[New Look!](#) - Share this Guest Login with the Leadership Team and others.
It allows read-only access to key documents.
Guest Login - Password / [GuestS12293](#) - [GuestS12293](#)

Home Complete Forms Submit Forms/Reports **Docs & Links**

Document - Resource	Description
 Alaska STEPP Domains and Indicators Rubric for Districts	This document presents the rubric for all available indicators in each of the 6 domains of the Alaska Effective Schools Framework and is a useful tool to use in printed form when the district team evaluates the status of their district.
 Alaska STEPP Domains and Indicators Rubric for Schools	Indicators are to be assessed after the School Needs Assessment has been completed. This document presents the rubric for all available indicators in each of the 6 domains of the Alaska Effective Schools Framework and is a useful tool to use in printed form for the school team to determine which indicators to assess based on the school's star rating or designation and the areas of need revealed from the School Needs Assessment data analysis. Twelve of the indicators have been marked as Key indicators. While these indicators are required for Priority schools and must be considered for Focus schools, they can be a good place to start for all schools in determining which indicators will best allow the school to focus on its areas of most need.
 Alaska STEPP Support	The Alaska STEPP User's Manual gives precise instructions that users can follow as they begin online, school improvement planning.
 Alaska STEPP Support & Webinar Playback Links	A living document has been included to provide information about ongoing and updated support for Alaska STEPP users.
 School AYP Worksheets & School ASPI Worksheets	To help guide data analysis, School Site AYP Worksheets can be accessed. By scrolling to a desired year and clicking on the School Site AYP Worksheets link, a drop down menu will appear so schools can find their school's AYP worksheet. Also on this page is a link, 2013 ALASKA STATE PERFORMANCE INDEX RELEASE AND INFORMATION, that will open the current Accountability page on the EED's home page. Under the 2013 School Site ASPI Worksheets link, a drop down menu will appear so schools can find their school's ASPI worksheet.
 DIASA	Data Interaction for Alaska Student Assessments
 AMOs	This AMO link will open a web page with access to search boxes and drop down menus so users can find school level AMO Targets and reports showing each school's yearly performance toward those targets.


School Dashboard - Review Progress

The Review Progress button is a shortcut to five of the most frequently used reports in STEPP and one other function: the Team Meetings that allows users to create agendas and record minutes of STEPP meetings.

Choose a District or School - [remove the filter](#)

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

[Home](#) [Complete Forms](#) [Submit Forms/Reports](#) [Docs & Links](#)

My Online Tool(s)	Description
 Alaska STEPP - School Indicators	Review Progress

Alaska STEPP School [Alaska STEPP - School Indicators](#) [Back to Dashboard](#)

[View Indicators](#) [View WiseWays](#)

[Summary Report](#) [Comprehensive Report](#) [Comments & Reviews](#) [Task Report](#) [Where Are We Now](#) [Team Meetings](#)

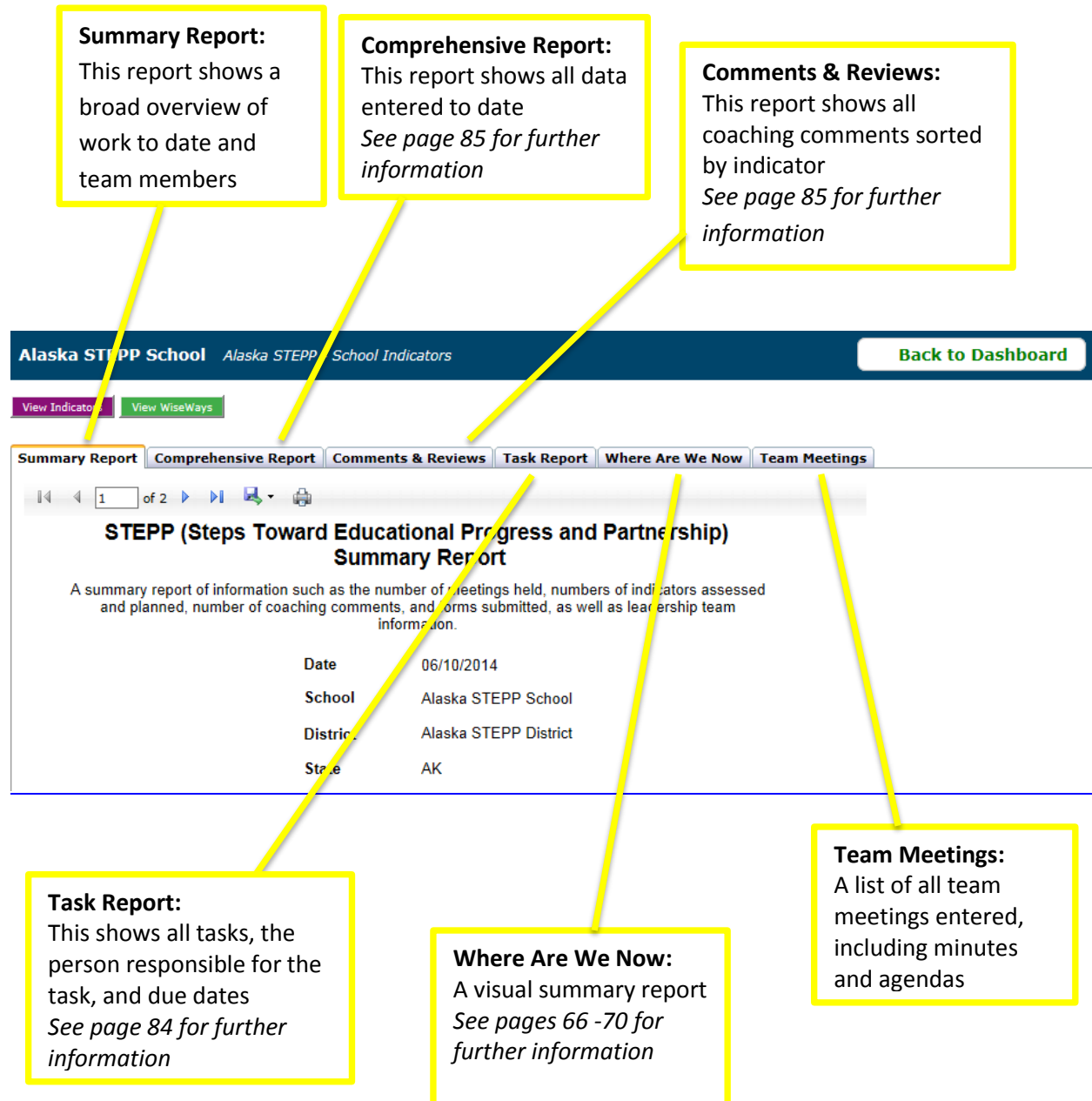
1 of 2

STEPP (Steps Toward Educational Progress and Partnership) Summary Report

A summary report of information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as leadership team information.

Date	06/10/2014
School	Alaska STEPP School
District	Alaska STEPP District
State	AK
Alaska STEPP - School Indicators	
Principal	Mr. Samuel Johnson
Process Manager	Ms. Rebecca Filmore
Coach/Capacity Builder/Consultant	Ms. Patricia Farren
District Liaison	
Members of the Team	
Name	Position
Rebecca Filmore	Instructional Coach
Russel Haimanot	Parent

School Dashboard - Review Progress Tabs



Summary Report:
This report shows a broad overview of work to date and team members

Comprehensive Report:
This report shows all data entered to date
See page 85 for further information

Comments & Reviews:
This report shows all coaching comments sorted by indicator
See page 85 for further information

Task Report:
This shows all tasks, the person responsible for the task, and due dates
See page 84 for further information

Where Are We Now:
A visual summary report
See pages 66 -70 for further information

Team Meetings:
A list of all team meetings entered, including minutes and agendas

The screenshot shows the Alaska STEPP School Dashboard interface. At the top, there is a header bar with "Alaska STEPP School" and "Alaska STEPP School Indicators" on the left, and a "Back to Dashboard" button on the right. Below the header, there are two buttons: "View Indicators" and "View WiseWays". The main content area features a tabbed interface with the following tabs: "Summary Report" (selected), "Comprehensive Report", "Comments & Reviews", "Task Report", "Where Are We Now", and "Team Meetings". The "Summary Report" tab is active, displaying a page number "1 of 2" and a printer icon. The title of the report is "STEPP (Steps Toward Educational Progress and Partnership) Summary Report". Below the title, there is a descriptive paragraph: "A summary report of information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as leadership team information." Below this paragraph, there is a table with the following data:

Date	06/10/2014
School	Alaska STEPP School
District	Alaska STEPP District
State	AK

Navigating from the Dashboard to the Main Menu Page

The Main Menu page links to the three processes of Alaska STEPP: Assess, Create, and Monitor.

Knowing where the Dashboard is and how to get to the Main Menu Page is very important.



Alaska STEPP School

State Bulletin Board

New Look! - Share this Guest Login with the Leadership Team and others. It allows read-only access to key documents.
Guest Login - Password / **GuestS12293** - **GuestS12293**

Document Upload Dashboard Tutorial

Choose a District or School - districts (54) schools (1) remove the filter

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

Home Complete Forms Submit Forms/Reports Docs & Links

My Online Tool(s)

My Online Tool(s)	Description
 Alaska STEPP - School Indicators	Review Progress

Click here to enter the School Main Menu Page

Alaska STEPP (Steps Toward Educational Progress and Partnership)
Main Menu

Navigation Toolbar

Enter & keep your school information current
Enter & keep your school team information current

Alaska STEPP School
Alaska STEPP - School Indicators
Alaska STEPP District, AK

Assess
Team Assesses Indicators
Last Update: 05/19/2014
Progress: 4 of 41

Monitor
Team Monitors Progress
Last Update:
Progress: 0 of 0

Create
Team Creates & Revises Objective Plans
Last Update:
Progress: 0 of 3

Theory of Action

Snapshot

New Celebration Report --> [Celebrate Our Success!](#)

Last login:	03/05/2014
Last coaching comment received:	-
Last Leadership Team Meeting:	-
Last Indicator assessed:	05/19/2014
Last Task added:	-
Number of Objectives past due:	0 (view)
Number of Tasks past due:	0 (view)
Number of Tasks due in the next 30 days:	0 (view)

[Where are we now Report](#)


Principal: Mr. Samuel Johnson - sjohnson@steppschool.org

Process Mgr.: Ms. Rebecca Filmore - rfilmore@steppschool.com

Ms. Patricia Farren - EED School Liaison
patricia.farren@alaska.gov 907-465-2892

School Main Menu Page

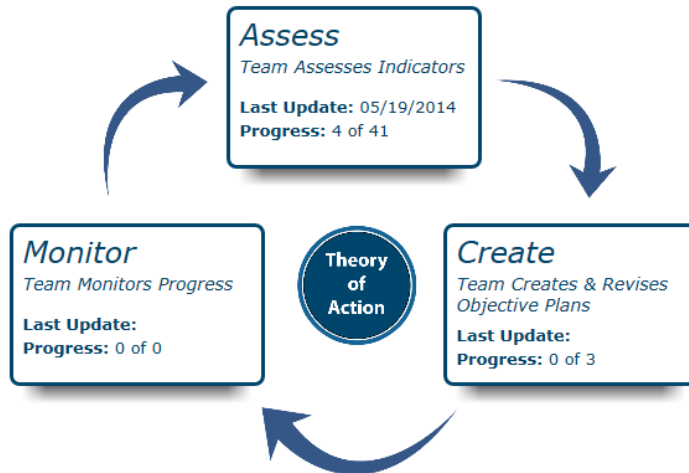
Alaska STEPP (Steps Toward Educational Progress and Partnership)
Main Menu

 **Navigation Toolbar**

Alaska STEPP School
Alaska STEPP - School Indicators
Alaska STEPP District, AK



Enter & keep your school information current
Enter & keep your school team information current



Snapshot

New Celebration Report --> [Celebrate Our Success!](#)

Last login:	05/19/2014
Last coaching comment received:	-
Last Leadership Team Meeting:	-
Last Indicator assessed:	05/19/2014
Last Task added:	-
Number of Objectives past due:	0 (view)
Number of Tasks past due:	0 (view)
Number of Tasks due in the next 30 days:	0 (view)

[Where are we now Report](#)

Principal: Mr. Samuel Johnson - sjohnson@shool.org

Process Mgr.: Ms. Rebecca Filmore - rfilmore@shool.com


Ms. Patricia Farren - EED School Liaison
patricia.farren@alaska.gov 907-465-2892

Check out the New Celebration Report feature.

Celebrate Our Success! Close

1 of 2

Celebrate Our Success!



The indicators listed below have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are our norms, what we do routinely and with high quality.

Alaska Test School- Demo Site

Alaska STEPP - School Indicators

Key Indicators are shown in **RED**. July 11, 2014

Curriculum

Indicator	1.01 - School staff implements the district approved, research based curricula that are aligned with Alaska Content Standards.(323)(KEY)
Status	Objective Met 9/9/2013

Assessment

Indicator	2.04 - School staff use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups
-----------	--

The new Celebration Report is a good choice for sharing positive progress

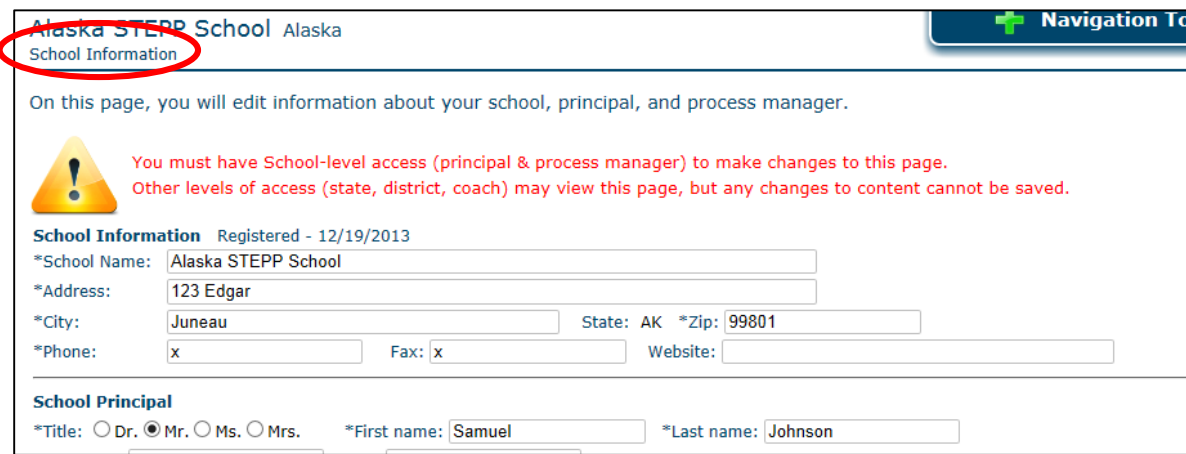
School Information & School Team

Click the links on the Main Menu Page to enter current school information and school team information.

Entering School & Team information can also be done using the icons on the Navigation Toolbar. This information needs to be updated at the beginning of each school year.




Enter school name, address, and school principal information. *Don't forget to click the Save button at the bottom of the page.*



Alaska STEPP School Alaska

School Information

On this page, you will edit information about your school, principal, and process manager.

 You must have School-level access (principal & process manager) to make changes to this page. Other levels of access (state, district, coach) may view this page, but any changes to content cannot be saved.

School Information Registered - 12/19/2013

*School Name:

*Address:

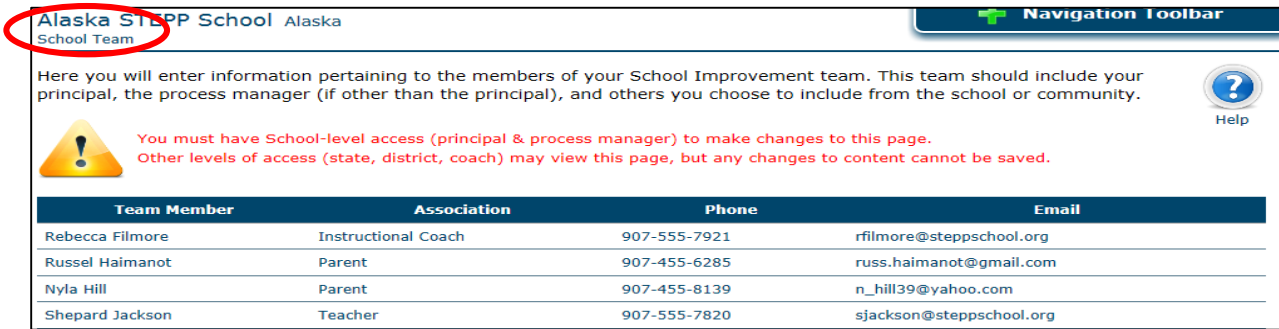
*City: State: AK *Zip:

*Phone: Fax: Website:

School Principal

*Title: ☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. *First name: *Last name:


School team information must be entered; if team information is not entered, indicators cannot be assessed and a plan created. *Don't forget to click the Save button at the bottom of the page.*



Alaska STEPP School Alaska

School Team

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.

 You must have School-level access (principal & process manager) to make changes to this page. Other levels of access (state, district, coach) may view this page, but any changes to content cannot be saved.

Team Member	Association	Phone	Email
Rebecca Filmore	Instructional Coach	907-555-7921	rfilmore@steppschool.org
Russel Haimanot	Parent	907-455-6285	russ.haimanot@gmail.com
Nyla Hill	Parent	907-455-8139	n_hill39@yahoo.com
Shepard Jackson	Teacher	907-555-7820	sjackson@steppschool.org

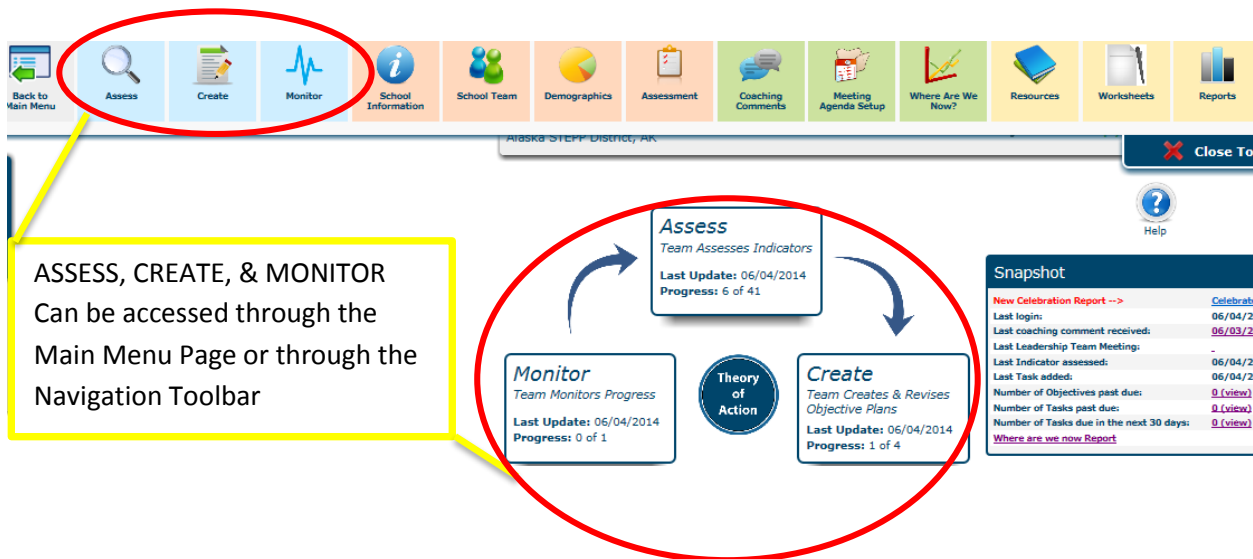
Navigation Toolbar

The Navigation Toolbar is **VERY USEFUL** for accessing features within Alaska STEPP.

From the Main Menu page, click the green cross labeled Navigation Toolbar. Many items can easily be opened using this toolbar, including Reports, Worksheets, Resources, Where Are We Now, Meeting Agenda Setup, Coaching Comments, Assessment, Demographics, School Team, School Information, Monitor, Create, Assess, and the Main Menu.



ASSESS, CREATE, MONITOR can be accessed through the Main Menu page & through the Navigation Toolbar making it easier to maneuver between the three different processes.

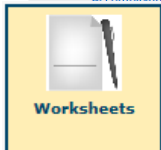


Navigation Toolbar Icons



Reports - A total of 27 different reports may be accessed from this icon. The Comprehensive Plan Report due each November, is one of the reports on this list.

General	School Information	This report holds registration information for the school, principal, and process manager.
	School Demographics	Here you will see the demographic, personnel and enrollment information as entered by the school.
	School Assessment	This report shows assessment information for state and standardized tests as entered by the school.
	School Team Members	Information pertaining to the members of the School Improvement Team including the principal, the process manager, and others chosen from the school or community to be part of the leadership team is displayed here.
Assess	List of Indicators Included in Plan	This report holds a list of all assessed indicators that will be included in your plan.
	Detailed Report of Assessed Indicators	This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.
	Flag to Reassess Report	This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.
Plan	List of Objectives Included in Plan	Here you will find a list of all objectives included in the plan.
	Detailed Report of Objectives Included in Plan	This report holds a list of all objectives, the index score, target date, and team member assigned to it, as well as a description of what the fully implemented objective will look like.
Monitor	Tasks Report	The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.
	Progress Report	This report gives information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.
	Comprehensive Plan Report	This report shows detailed activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation filtered by one month, three month, six month, nine month and twelve month time intervals.
	12 Month Activity Report	A 12 month Report showing detailed activity of the leadership team's work on the action plan, including plans with tasks and indicators assessed as fully implemented or not a priority.
	Celebrate Our Success	This report shows indicators which have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are the school's norms, what is done routinely and with high quality.
	Accomplishments Report	This report shows indicators that were assessed as fully implemented or the objective has been met within the last year, the last two years, or the last three years. This report allows a school or district to



Worksheets - Printable worksheets that may be useful for organizing demographics, team information, or planning can be found here.

To print worksheets for demographics, team information, or indicator work, click on the icon. Additional information is required for indicator worksheets.



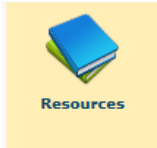
Demographics



Team Information



The Assess, Plan, and Monitor worksheets are helpful for team planning.



Resources – A wide variety of resources designed to help teams navigate the system, facilitate discussion, or review evidence on a wide variety of topics including effective instruction, sound leadership, and community engagement are located here.

The Resources section of Indistar provides links to instructions on how to use the system, tutorials for each section of the system, websites with additional resources, Indicators in Action which provides video clips of real schools, real teachers, and real teams and how the indicators look in action in their schools.

Indicators, Wise Ways, and Rubrics System Instructions and Tutorials Other Resources

Choose a Wise Ways® or Rubric to display, if available or **Display Indicator Categories**

Indicator	Wise Ways®	Rubric	Filter Tag(s)
2.01 School staff use formative and summative assessments that are aligned with district approved curricula and Alaska Content Standards. (328)	WW	Rubric	
2.02 School staff use established systems for collecting, managing, analyzing, and accessing data. (1011)	WW	Rubric	
2.03 School staff use universal screening assessments and routinely administer them multiple times a year in at least literacy and math. (331)	WW	Rubric	KEY
2.04 School staff use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)	WW	Rubric	

Wise Ways® – 2-4 page evidence reviews for each indicator that is helpful information prior to team discussions

Indicators, Wise Ways, and Rubrics **System Instructions and Tutorials** Other Resources

Instructions

- [Making Indistar Work for You \(pdf\)](#)
- [Assessing an Indicator & Making a Plan \(pdf\)](#)
- [Login Access Descriptions \(pdf\)](#)
- [Web-System Instructions Manual \(pdf - updated 5/12/14\)](#)

PowerPoints

- [Indistar Overview \(ppt\)](#)
- [Getting Started \(pptx\)](#)
- [Who What Where \(pptx\)](#)

Tutorials for Districts

- [New tutorials coming soon...](#)


Tutorials for Schools

- [School Main Menu, School Information, Team & Demographics/Test Scores \(First Steps\)](#)
- [Assess](#)
- [Plan](#)
- [Monitor](#)
- [Dashboard](#)
- [Meetings & Agendas](#)


Mini tutorials outline effective use of system tools

Indicators, Wise Ways, and Rubrics System Instructions and Tutorials **Other Resources**


Additional Resources




Indistar® is a web-based system implemented by a state education agency, district, or charter school organization for use with district and/or school improvement teams to inform, coach, sustain, track, and report improvement activities.




The School Community Network (SCN) provides resources, training, and tools for building strong school communities focused on student learning.



The Academic Development Institute (ADI) works with families, schools, and communities so that all children may become self-directed learners, avid readers, and responsible citizens, respecting themselves and those around them.

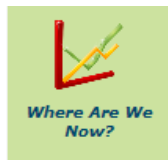


Based primarily on ADI's research syntheses, Indicators in Action provides an explanation of indicators of effective practice.



The Center on Innovation and Learning is one of seven national content centers funded by the United States Department of Education. The Center on Innovations in Learning's mission is to (a) increase the capacity of state education agencies (SEAs) to stimulate, select, implement, and scale

Indicators in Action – dozens of 10-20 minute videos showing practical ways to implement effective instruction, leadership, and community practices in real schools



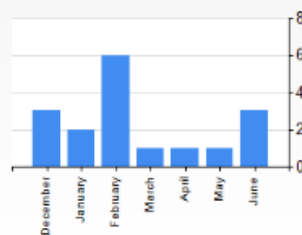
Where Are We Now – A quick, visual snapshot report reflecting current activity on the reference points of logins, coaching comments, indicators assessed, plans created, and indicators fully implemented can be accessed here.

Activity Summary

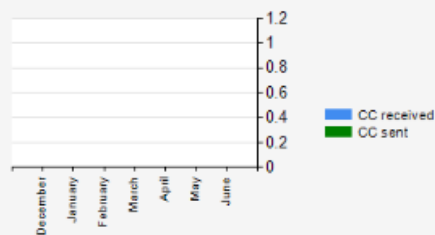
Total number of meetings with minutes entered in the last 90 days = 0

Average number of team members present at meetings in last 90 days = 0

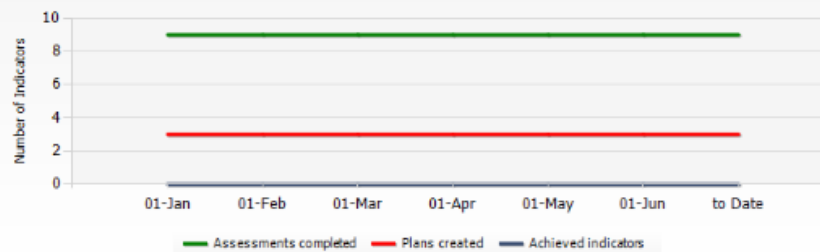
Number of Logins / month



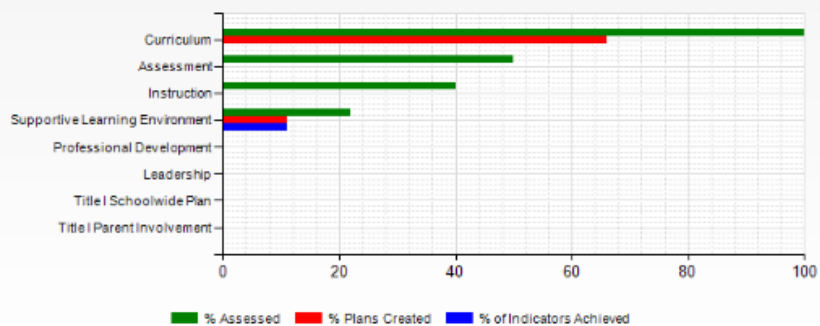
Coaching Comments / Review & Responses



Indicator Summary



Progress Percentages by Section



*Percentages are based on the total number of Indicators in each category/section.



Meeting Agenda Setup – Create a new meeting, view an existing meeting, or review saved minutes from previous meetings.

Set up a new Meeting Agenda

VIDEO

Video tutorial available

Location	Date	Meeting	View Agenda or Minutes	Remove this meeting
library	12/12/2014	stepp	Agenda	remove
Library	02/14/2014	Meeting Setup	Agenda	remove

The **Set up a new Meeting Agenda** button opens a new page with three tabs:

1. Enter or Edit Meeting Agenda: review and set agendas for meetings.
2. Print Documents for Meeting: printable worksheets of school information, school team, and the three processes of the STEPP continuous improvement (assess, plan, monitor).
3. Enter Meeting Minutes.

1. Enter or Edit Meeting Agenda 2. Print Documents for Meeting 3. Enter Meeting Minutes

VIDEO

Meeting Date: 8/28/2014 Time: 8:00am

Meeting Title: Previewing Last Years Alaska STEPP Plan

Location: School Library

1. Save / Update Meeting Date, Time, and Location

Indicators shown in Gray are not included in the plan.
 Indicators shown in Black have not been assessed
 Indicators shown in Blue are included in the plan and have tasks that are not complete.
 Indicators shown in Green have all the tasks completed and the Objective has been met.
 Indicators shown in Red need a task added or you were undecided if the Objective has been met.

Indicator filter: **KEY Indicators**

Category:

Section: Curriculum

Checkboxes highlighted in Green for Indicators that have already been assessed or planned.

Close Indicators Display Indicator Categories

Code	Key	Indicator	Assess	Plan	Implementation
1.01	Key	School staff implements the district approved, research based curricula that are aligned with Alaska Content Standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Imp - Not in Plan

2a. Add Selected Indicators to this meeting

Other Business:

3. Save Other Business for this Meeting

After entering and saving meeting information, choose indicators to discuss and record any additional business that will be included in the meeting

Meeting Agenda Setup – Print: A variety of documents may be printed to prepare for meetings.

1. Enter or Edit Meeting Agenda

2. Print Documents for Meeting

3. Enter Meeting Minutes

Print Documents for your Meeting

1. Prepare Meeting Agenda Click link to create, then export into word, pdf, etc. to print or share via email.
[Meeting Agenda](#)

2. Print Blank Minutes Form Click link to print a blank Meeting Minutes form.
[Meeting Minutes Form](#)

3. Prepare Worksheets and Wise Ways (Assess, Create, Monitor) Select link, then export into word, pdf, etc. to print or share via email.

Indicators shown in Gray are not included in the plan.

Indicators shown in Black have not been assessed.

Indicators shown in Blue are included in the plan and have tasks that are not complete.

Indicators shown in Green have all the tasks completed and the Objective has been met.

Indicators shown in Red need a task added or you were undecided if the Objective has been met.

Links with a yellow background are included in the meeting. Click the link to create the worksheet.

4. Monitor Improvement Plan Click link to create, then export into word, pdf, etc. to print or share via email.

[Tasks Report](#)

[Comprehensive Plan Report](#)

Items 1-4: Meeting Agendas, Minutes form, Worksheets, Wise Ways®, and a Monitoring form can all be printed and emailed before a meeting

Gap analysis Action Room 100 9/27/2013

1. Enter or Edit Meeting Agenda

2. Print Documents for Meeting

3. Enter Meeting Minutes

Meeting Minutes

Team Members in Attendance:

☐ Brad Billings ☐ Elizabeth Davis ☐ Donald Duck ☐ Susie Friday-Tall ☐ Willie Jones
☐ Angela Love

Guests in Attendance:

Action Taken:

Adjourned Time:

Next Meeting Date:

Next Meeting Time:

Next Meeting Title:

Next Meeting Location:

Save Meeting Minutes

Print Meeting Minutes Click link to create, then export into word, pdf, etc. to print or share via email.

Create your next meeting:

Create a new meeting from the above Date, Time, and Location

Meeting details appear at the top – team members in the system auto-load for attendance, and the next meeting can be easily scheduled from this page

Don't forget to save your work every 30 minutes! Completed minutes may also be printed/emailed.



Coaching Comments - Review and respond to coaching comments.

Coaching comments must first be created by a district designee or school coach using the Coaching tab located on the dashboard of the district's STEPP account. See page 73.

Alaska STEPP School Alaska
Coaching Comments

All new Coaching Comments and Reviews, as well as any previous comments and subsequent responses are listed below. To respond to a Coaching Comment, click on the "Reply" or "Read More/Reply" link. This will open a new window where you will enter your response. Click "Save Coaching Comments" when you're finished.

You may also notice a link to the Comprehensive Report. This report gives a complete list of all assessed indicators, objective plans and tasks, as well as all progress being made.



Sender	Added	Added By	Reference	Indicator	Comments
District	06/03/14	Sam Wilson	Monitor	3.02	I see the implemented RTI structure is working to support the learning of all students. Can you describe how specifically ELL students are being served within the current structure? Reply



From: Sam Wilson (District) on 06/03/14

Reference: Monitor

I see the implemented RTI structure is working to support the learning of all students. Can you describe how specifically ELL students are being served within the current structure?

Name:

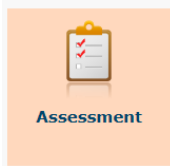
Reference:

Indicator: (if applicable)

Comments:

Save Coaching Comments

Cancel & Close



Assessment - Multiple assessments and multiple forms of data may be entered, saved, and reviewed.

Alaska Test School- Demo Site Alaska School Assessment Scores

Here you will enter information pertaining to your School Assessment Scores.




To add or update a test, follow these instructions:

1. Enter the name of the test, school year, and describe the meaning of the score values. If the test is marked as a State Standards Assessment Test, a score value meaning will pre-populate.
2. Enter all subjects included in the test.
3. Enter test results for each subject area and appropriate grade level.

Note: To enter test results for subsequent school years, a new test will need to be added.

Create a New Test

Select a test below to enter or view results.

Tests	School Year	Delete
Writing Standards	2009-2010	
SBA	2013-2014	
MAPs	2013-2014	

Create a new test, or review data from previous years by selecting a test from the list

Assessment - Create a New Test:

Test Information
Test Subjects
Test Results

Test Information

Enter the name of the test, school year and describe the meaning of the score values entered.


Choose an existing test or enter a new test name:


Select the school year of the test:

Check if this is a State Standards Assessment Test ☒

Describe the meaning of the score values entered:
The percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.

Save Test **Cancel & Close**

 **Your test was created successfully!**
If you would like to add Subjects to this test, click on the "Test Subjects" button below.

Test Subjects 

Scoring descriptions should be as detailed as possible and note what score is "proficient". State test descriptions will load automatically.

Assessment - Add a specific subject:

Test Information
Test Subjects
Test Results

Test Subjects: AMP / 2013-2014

Add all subjects to be included in this test:

Subject	Date Added	Delete
Mathematics	06/03/2014	

If you would like to add Results to your subject(s), click on the "Test Results" button below.

Assessment - Add Test Results:

Test Information
Test Subjects
Test Results

Test Results: AMP / 2013-2014

The percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.

Add or Edit results by clicking the green "+" icon next to the desired subject.

Save changes to your results by clicking the green checkmark that appears when modifying results for a subject.

Clear results for a subject by clicking the red "x" at the end of the row for the desired subject.

Cancel changes to a subject by clicking the red circle at the beginning of the row for the desired subject while editing.

Subject	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	
Mathematics	0	0	0	0	55	50	36	0	44	46	52	57	0	0	

All test results, state or school created, are loaded based on the percent of students proficient, so scoring descriptions should take this into account.



Demographics - School level data, updated annually, can be reviewed or printed from the **Reports** page for inclusion in periodic reporting to boards or communities.

Percentage of Students by Ethnicity

Percentages should equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)

<input type="text" value="1"/> % Hispanic/ Latino of any race	<input type="text" value="0"/> % Native Hawaiian or Other Pacific Islander
<input type="text" value="28"/> % American Indian or Alaskan Native	<input type="text" value="57"/> % White
<input type="text" value="11"/> % Asian	<input type="text" value="2"/> % Two or more races
<input type="text" value="1"/> % Black or African American	
<input type="text" value="100"/> % Total	

Other Student Demographics (numbers only)

<input type="text" value="27"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="5"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="93"/> % School Attendance Percentage
<input type="text" value="0"/> % School Mobility Percentage
<input type="text" value="1"/> % Percent of Students that are Limited English Proficient (LEP)

School Personnel (numbers only)

Indicate the number of staff at your school in each of the following categories:

- Include only personnel who are at least half-time in building
- Include each person only once

<input type="text" value="22"/> Classroom Teachers	<input type="text" value="2"/> Family / Parent Liaison
<input type="text" value="2"/> Special Education Teachers	<input type="text" value="1"/> Reading Specialists
<input type="text" value="3"/> Specials (Art, Music, PE, etc.)	<input type="text" value="3"/> Teacher Aides
<input type="text" value="0"/> Assistant Principal	<input type="text" value="1"/> Counselor
<input type="text" value="0"/> Social Worker	<input type="text" value="2"/> Support Staff
<input type="text" value="1"/> Technology Specialists	<input type="text" value="0"/> (If Other, add name here)
<input type="text" value="1"/> Dean	

School Grade Levels and Enrollment

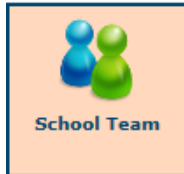
What grade levels are in your school (e.g. K-8)?

What is your total enrollment?

Save

Save and Go to School Assessment Scores

Don't forget to save the information being entered

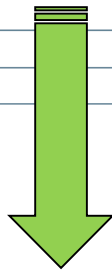


School Team – Contact information for the STEPP team, updated annually, must be entered in order to utilize other functions of the STEPP tool.

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.

Add a Team Member

Team Member	Association	Phone	Email
Sally Fields	Teacher		sfields@ak.gov
John Goode	Parent		jgoode@aim.com
Mike Henry	District Staff	742-4200	xx@xxx.xxx
Bob Hewitt	principal	228-7200	bob.hewitt@kgbsd.org



To add a new team member, please fill out the fields in the following form.

First Name:
 Last Name:
 Association: Other, please specify » * required
 Phone:
 Email:


Add this Team Member

Cancel & Close Form

To edit, click on the name of the team member. To add a new member, click the Add a Team Member button. Whether editing or adding, phone may be left blank, and email may use [xx@xxx.xxx](#) format if those fields are unavailable or a team member does not wish to make them public.

Demographic & Team information may also be entered from the Main Menu Page.

Alaska STEPP (Steps Toward Educational Progress and Partnership)
Main Menu

 Navigation Toolbar

Alaska Test School- Demo Site

Alaska STEPP - School Indicators
Lincoln School District, AK



Enter & keep your school information current
Enter & keep your school team information current



School Information - Information must be added to activate the account and must be updated annually.

Alaska STEPP School Alaska
School Information

On this page, you will edit information about your school, principal, and process manager.



School Information Registered - 12/19/2013

*School Name:
*Address:
*City: State: *Zip:
*Phone: Fax: Website:

All fields marked
with a * must be
completed

School Principal

*Title: ☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. *First name: *Last name:
*Phone: Fax:
*Email:

The Process Manager assists the Principal in preparing materials for Leadership Team meetings and entering the Team's work in the system.

Title: ☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. First name: Last name:
Position:
Phone:
Email:

School Type: Elementary - Middle School - High School

District Liaison:

Don't forget to save!

Using Alaska STEPP for Title I Schools

Using Alaska STEPP in a Title I school operating a Targeted Assistance Program Any Title I school may operate a targeted assistance program. In these schools, the Title I-A funds are used to provide supplemental instructional support, in addition to what the students receive for core instruction, to eligible students who are at risk of failing to meet the state academic content standards. The school must have multiple academic criteria to identify the eligible students who will receive the additional support from Title I-A funds.

To use AK STEPP in a Title I school operating a targeted assistance program, enter the multiple academic criteria for selecting students eligible to receive Title I-A services and describe the services to be provided in *indicator 3.2: School staff implement a coherent documented plan throughout the school to ensure that all students receive core instruction and all low-performing students receive additional support to meet their needs and reach proficiency*. This indicator should be reviewed and updated annually if used for Title IA planning, and notes placed in the indicator Current Level Description, (under the Assess process) even if the indicator is assessed at 3 or 3+ by the school.

Using Alaska STEPP in a Title I school operating a Schoolwide Program A Title I school that has at least 40% poverty may operate a schoolwide program. Section 1114 of the Elementary and Secondary Education Act (ESEA) and 34 §CFR 200.25-200.29 of the federal regulations outline the requirements of a schoolwide plan. If a Title I school chooses to use the Alaska STEPP online planning tool for comprehensive Title I schoolwide planning as well as a school improvement planning, it may do so by following the steps below and using the indicators in AK STEPP that are aligned with the corresponding required elements of the schoolwide plan (shown in Step 3).

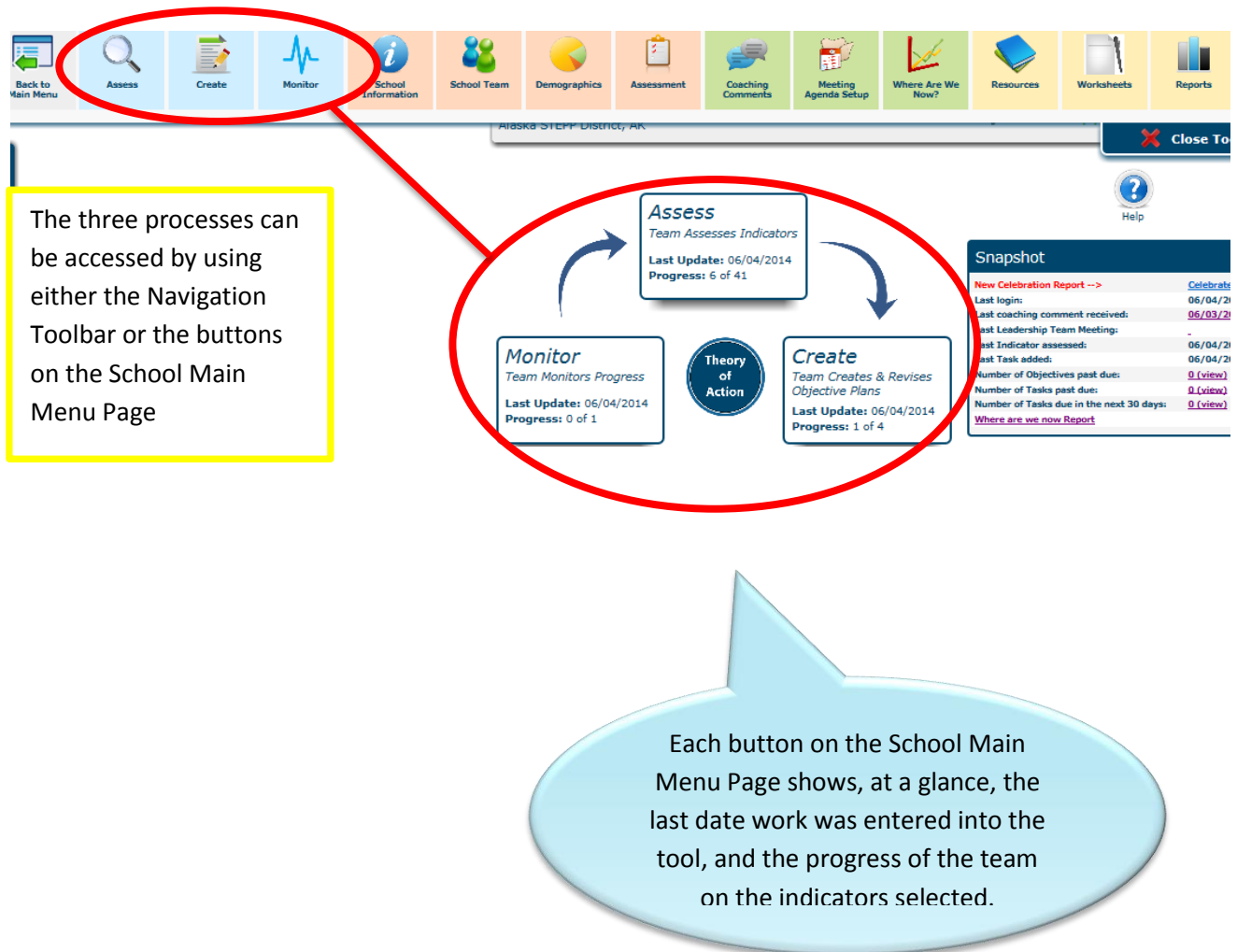
1. Complete a comprehensive needs assessment of the entire school based on information that includes the performance of *all* children in the school in relationship to the state's academic achievement standards, including the needs of students in low-performing subgroups (racial/ethnic, students with disabilities, English learners, migrant students). **This requirement is met through the Needs Assessment uploaded on the Alaska STEPP site.**
2. Develop the schoolwide plan in consultation with stakeholders including parents, staff, community members, and staff from other programs, and make the schoolwide plan available to the district, parents, and the public in an understandable format. **This requirement is documented through the "Title I Schoolwide Plan Assurances for AK STEPP" and uploaded on the Alaska STEPP site.**
3. Address all required elements of the schoolwide plan in the AK STEPP indicators. **Click the following link showing a chart of the requirements of the Title I Schoolwide Plan and which applicable AK STEPP indicators correspond to Title I requirements.**
http://education.alaska.gov/tls/TitleIA/pdf/Using_AK_STEPP_TitleI_Plan.pdf All required indicators must be reviewed and updated annually if used for Title IA planning, and notes placed in the indicator Current Level Description, (under the Assess process) even if the indicator is assessed at 3 (fully implemented) by the school.

The schoolwide planning cycle aligns with the AK STEPP cycle of implementing, reviewing, and revising on an annual cycle. It is important to update all indicators annually by entering a heading such as 2014-2015 to indicate the start of a new school year. At a minimum, start each narrative entry with a date, followed by a description of the status (either that it is unchanged or how it has changed).

Three Processes of STEPP Continuous Improvement Planning: Assess, Create, and Monitor

The buttons for Assess, Create, and Monitor may be found on either the School Main Menu Page or the Navigation Toolbar. They link to the continuous improvement processes of Alaska STEPP.

- Assess School Indictors: users measure their current implementation of school effectiveness using the Alaska STEPP indicators and rubric, i.e., evidence of implementation is entered.
- Create a School Plan: users write an objective for each indicator that is not fully implemented, and add tasks that will lead to improvements in this area.
- Monitor School Plan: users track progress and record improvements.



The three processes can be accessed by using either the Navigation Toolbar or the buttons on the School Main Menu Page

Each button on the School Main Menu Page shows, at a glance, the last date work was entered into the tool, and the progress of the team on the indicators selected.

Navigation Toolbar:

- Back to Main Menu
- Assess
- Create
- Monitor
- School Information
- School Team
- Demographics
- Assessment
- Coaching Comments
- Meeting Agenda Setup
- Where Are We Now?
- Resources
- Worksheets
- Reports

School Main Menu Page:

Assess
Team Assesses Indicators
Last Update: 06/04/2014
Progress: 6 of 41

Monitor
Team Monitors Progress
Last Update: 06/04/2014
Progress: 0 of 1

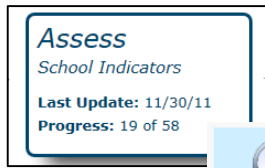
Create
Team Creates & Revises Objective Plans
Last Update: 06/04/2014
Progress: 1 of 4

Theory of Action

Snapshot

New Celebration Report -->	Celebrate
Last login:	06/04/2014
Last coaching comment received:	06/03/2014
Last Leadership Team Meeting:	-
Last Indicator assessed:	06/04/2014
Last Task added:	06/04/2014
Number of Objectives past due:	9 (view)
Number of Tasks past due:	9 (view)
Number of Tasks due in the next 30 days:	9 (view)
Where are we now Report	

Assess Indicators - Filtering and Viewing Options



Click on either Assess button: School Main Menu Page or Navigation Toolbar

Schools assess the implementation level of indicators within the six domains: curriculum, assessment, instruction, supportive learning environment, professional development, and leadership. **Schools begin each year with the Needs Assessment.**

The Assessing School Indicators page allows users to sort by Key indicators by checking the **Key Indicators Only Box** and/or selecting from the drop-down menu. Other filter options include **Comprehensive Indicators**, **Title I Schoolwide Plan**, and **Title I Parent Involvement**.

To remove a filter, first select the filter and then click the **Remove Filter** button.

It is also possible to view all indicators in a list by clicking the **Display all Indicators as List** button.

Alaska Test School- Demo Site Alaska
Assess - Team Assesses Indicators

 **Navigation Toolbar**

In the Assessment process, tabs serve as a way to navigate through the indicators that need to be assessed or to view previous assessments.

- **Tab 1** will help narrow your search for an indicator. Choose a filter option, a section to view indicators by a specific area, or choose Display All Indicators to see a complete list.
- **Tab 2** will display indicators that have not been assessed, or those needing to be reassessed.
- **Tab 3** will display assessment information for indicators previously assessed. Once a plan has been created for an indicator, the Level of Development cannot be changed. However, Priority and Opportunity Scores, as well as current implementation description and evidence can be updated.
- **Tab 4** will display when initially adding or updating an assessment for an indicator.



1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed 4. Assess Indicator

Filter(s): Choose a filter to narrow your Indicator search.

☐ Key Indicators only

apply Indicator Filter

Remove Filter(s)

To view Indicators, choose a section below or

Display all Indicators

Indicators may be filtered in a variety of ways, or choose the Display all Indicators button, which is an efficient starting point for teams.

Category	Section	Subsection I	SubSection II	Assessed
	Curriculum			3 of 3
	Assessment			4 of 4
	Instruction			3 of 5
	Supportive Learning Environment			6 of 9
	Professional Development			1 of 4
	Leadership			1 of 6
	Title I Schoolwide Plan			4 of 4
	Title I Parent Involvement (previous indicators)			0 of 6

Assess Indicators - Selecting an Indicator to Assess

Teams assess the implementation level of the effective schools indicators. An honest assessment of what systems are in place, as defined by the Alaska STEPP Rubric, will aide a team in making meaningful and practical plans of improvement. Alaska STEPP leads teams through assessing, determining opportunity and priority, and describing evidence for the selected level of implementation.



Assess
School Indicators
Last Update: 11/30/11
Progress: 19 of 58

Click on either Assess button

This column shows how many indicators have been assessed to date in each domain

Category	Section	Subsection I	SubSection II	Assessed
	Curriculum			3 of 3
	Assessment			2 of 4
	Instruction			2 of 5
	Supportive Learning Environment			2 of 9
	Professional Development			1 of 4
	Leadership			0 of 6
	Title I Schoolwide Plan			0 of 4
	Title I Parent Involvement (previous indicators)			0 of 6

Click on the domain name to view indicators within that domain

Category:
Section: Instruction

Tabs provide quick access to indicators that have been assessed, and indicators to assess

1. Select Indicator **2. Indicators to Assess** 3. Indicators Assessed 4. Assess Indicator

Select Indicator to assess (3)


Code	Key	Indicator	Filter Tag (s)
3.03	Key	School staff use research-based instructional practices, programs and materials. (337)	KEY
3.04	Key	School staff consistently, and regularly measure the effectiveness of instruction using data from a variety of formative assessments. (340)	KEY
3.05		School staff hold high academic expectations for student learning and communicate them to students so that students understand what is needed to achieve at or above proficient levels. (339)	

Click on the indicator to view the assess page for that indicator

Assess Indicators – Inserting a Rubric Score

The team discusses the current level of implementation of the indicator using the rubric as a guide. The Rubric button provides descriptions for each level of implementation, 1 – 3+. Please note, to enter a score of 3+, enter a 3 in the box and type “exemplary” in the text box.

Alaska STEPP School Alaska
Assess - Team Assesses Indicators

 Navigation Toolbar

In the Assessment process, tabs serve as a way to navigate through the indicators that need to be assessed or to view previous assessments.

- **Tab 1** will help narrow your search for an indicator. Choose a filter option, a section to view indicators by a specific area, or choose Display All Indicators to see a complete list.
- **Tab 2** will display indicators that have not been assessed, or those needing to be reassessed.
- **Tab 3** will display assessment information for indicators previously assessed. Once a plan has been created for an indicator, the Level of Development cannot be changed. However, Priority and Opportunity Scores, as well as current implementation description and evidence can be updated.
- **Tab 4** will display when initially adding or updating an assessment for an indicator.



Indicators: **All Indicators**

1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed **4. Assess Indicator**

Wise Ways® **Rubric**

(Key) 3.02 - School staff implement a coherent, documented plan throughout the school to ensure that all students receive core instruction on all low-performing students receive additional support to meet their needs and reach proficiency. (335)(KEY)

☐ Insert your rubric score for this Indicator (1 - 3). **required*

1. Choose your level of Development or Implementation for this Indicator. **required*

☐ No Development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation

Save This Indicator

Once an indicator is selected for assessment, the Assess Indicator tab is highlighted

Wise Ways® – provides brief descriptive research that is helpful

Alaska STEPP (Steps Toward Educational Progress and Partnership)

Rubric

3.05 School staff hold high academic expectations for student learning and communicate them to students so that students understand what is needed to achieve at or above proficient levels. (339)

Score	Rubric
1	(1) Little or no development and implementation • There is little evidence that school staff communicate high academic expectations to students.
2	(2) Limited development or partial implementation • Some school staff communicate high academic expectations to the students, and/or only some students understand what is needed to achieve at or above proficient levels.
3	(3) Fully functioning and operational level of development and implementation • All school staff consistently communicate high academic expectations to the students, and only some students understand what is needed to achieve at or above proficient levels. (3+) Exemplary level of development and implementation (previously a score of 4) • All school staff communicate high academic expectations to students in multiple ways.

Please note:

- Both a score of "3" and "3+" are entered as a "3".
- If your team scores an indicator "3: Fully Implemented" please add the phrase "Full Implementation" to the beginning of your evidence to show where the team has assessed this indicator.
- If your team scores an indicator "3+: Exemplary", enter the score of "3." Then add the phrase "Exemplary Implementation" to the beginning of your evidence to show where the team has assessed this indicator.

There is evidence that effective and varied instructional strategies are used in all classrooms to meet the needs of each student.

Examples of Supporting Evidence

- School improvement plan including activities for instructional improvement in reading, writing and mathematics
- Lesson plans/units of study
- Samples of student work
- Professional development plans for individual teachers
- Professional learning community logs
- Agendas from professional development on instructional strategies
- Walkthrough data
- Student journals/learning logs
- Newsletters/other communications with students and families regarding expectations and available support for learning
- Individual learning plans

Assess Indicators - Current Level of Implementation, Priority, Opportunity

After the team chooses the rubric score that best reflects the level of implementation at the school or district, Alaska STEPP will guide the team in further refining the assessment of the indicator.

Priority scores are rated with a scale of 1-3 scale.

- 3: highest priority
- 2: mid priority
- 1: lowest priority

By assigning a priority score a team is able to focus on the urgent or timely goals while keeping the other goals for future work. If a team is unsure, a score of 2 is recommended as a place holder that can be changed at any time.

Opportunity scores are also rated on a 1-3 scale.

- 3: relatively easy to address
- 2: accomplished within current policy and budget conditions
- 1: requires changes in current policy and budget conditions

The priority and opportunity scores are multiplied together to assign an index score to each indicator. This information will be useful to a team in the “create a plan” stage. Higher scores are possibly “quick wins” as they are both a high priority and relatively easy to address within current structures. Lower scores may indicate that plans and tasks will take longer to accomplish.

After assigning opportunity and priority scores, teams write a description of the current level of development or implementation. It is important to be clear, thorough, and succinct so that when a team returns to this indicator the factors leading to the decision are apparent. It is appropriate to give examples, guided by the list of possible evidence of both strengths and challenges. The purpose of the honest reflection and documentation of current implementation is so that teams can effectively address the specific needs of the site and benefit the students. One guide that may be helpful is to write the description as if it is being written for a new staff member without any prior knowledge of the site.

NOTE: Once a plan and tasks have been created for an indicator, it is NOT possible to change the rubric score without contacting EED. It IS still possible to change the priority and/or opportunity score.

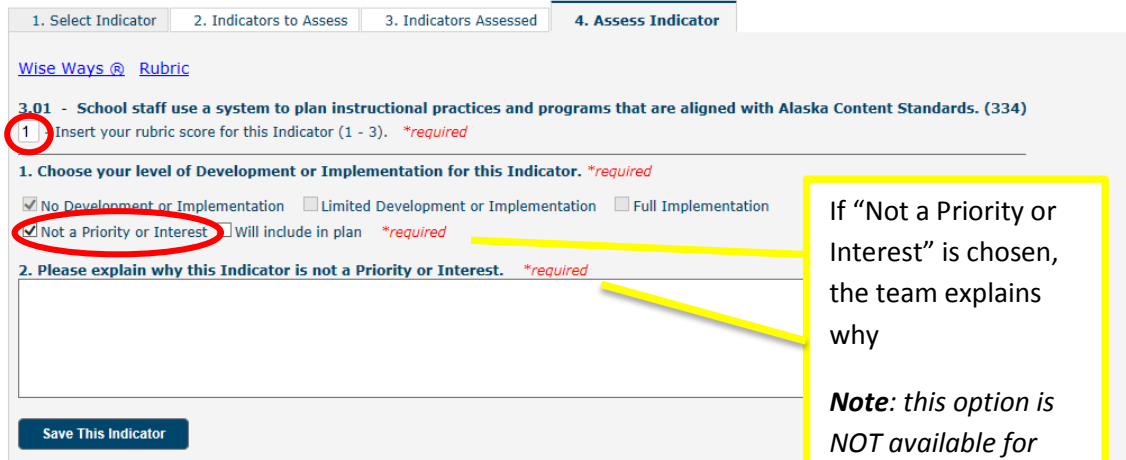
Rubric Score of 1 - No Development or Implementation

Rubric Scores automatically load the level of Development or Implementation, which then creates other prompts to detail the priority and planning for a particular indicator.

For a Rubric Score of 1: No Development or Implementation, users are prompted to choose between two options:

- the indicator is not a priority
- It will be included in the plan

Rubric Score of 1 prompts the following



1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed 4. Assess Indicator

[Wise Ways @ Rubric](#)

3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)

1 - Insert your rubric score for this Indicator (1 - 3). **required*

1. Choose your level of Development or Implementation for this Indicator. **required*

☒ No Development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation

☒ Not a Priority or Interest ☐ Will include in plan **required*

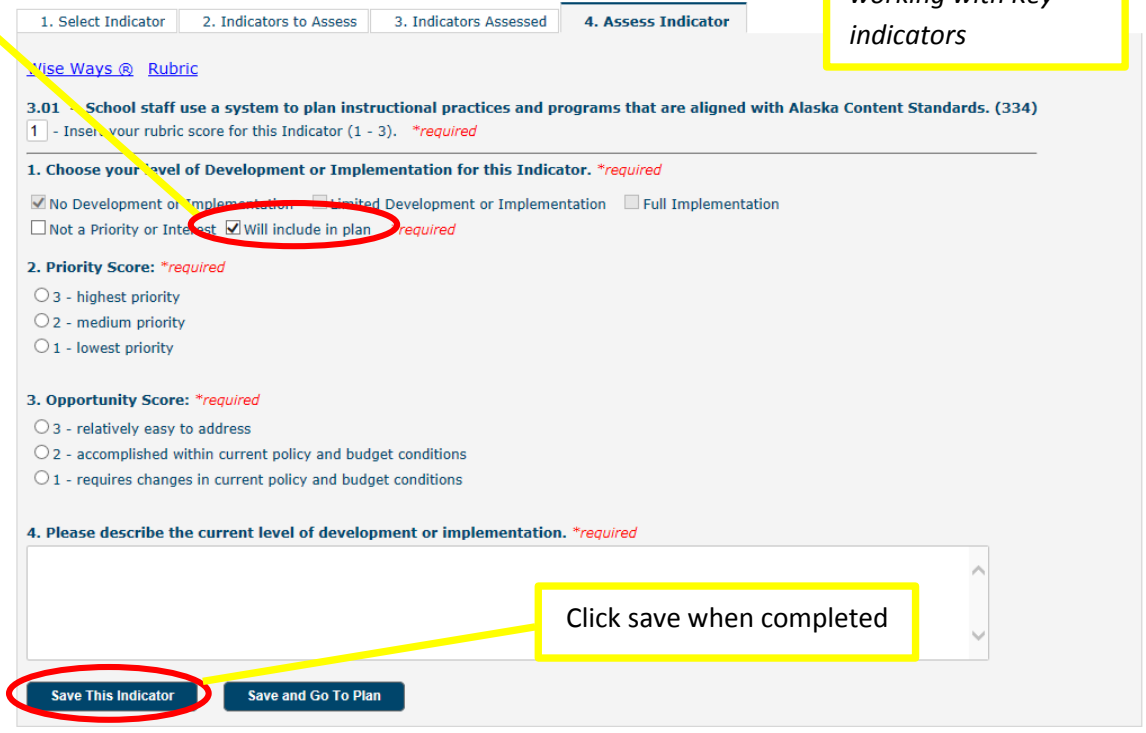
2. Please explain why this Indicator is not a Priority or Interest. **required*

Save This Indicator

If “Not a Priority or Interest” is chosen, the team explains why

Note: this option is NOT available for Priority schools working with Key indicators

If “will include in plan” is chosen, the team assigns a priority and opportunity score and describes the current level of development in detail, citing evidence and examples



1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed 4. Assess Indicator

[Wise Ways @ Rubric](#)

3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)

1 - Insert your rubric score for this Indicator (1 - 3). **required*

1. Choose your level of Development or Implementation for this Indicator. **required*

☒ No Development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation

☐ Not a Priority or Interest ☒ Will include in plan **required*

2. Priority Score: **required*

☐ 3 - highest priority
☐ 2 - medium priority
☐ 1 - lowest priority

3. Opportunity Score: **required*

☐ 3 - relatively easy to address
☐ 2 - accomplished within current policy and budget conditions
☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. **required*

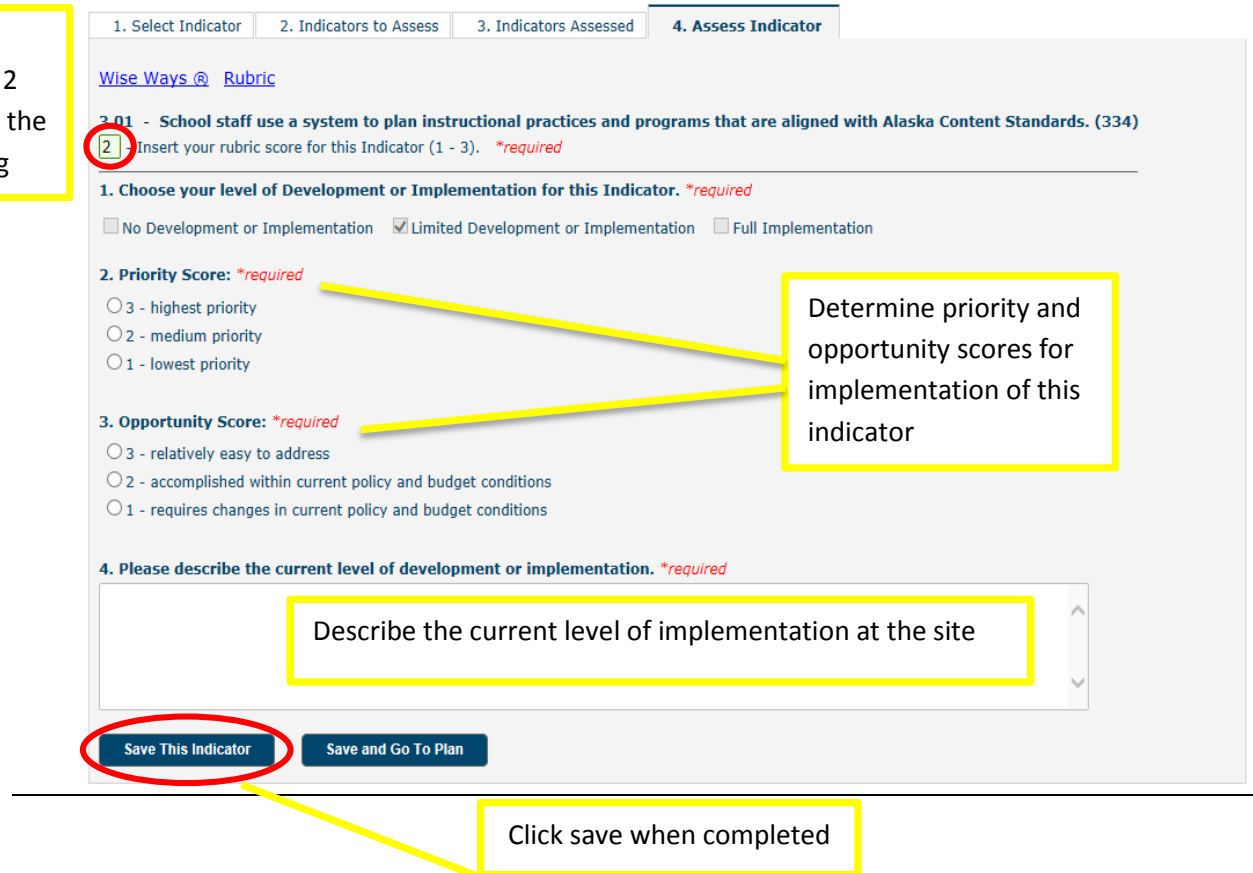
Save This Indicator Save and Go To Plan

Click save when completed

Rubric Score of 2 - Limited Implementation

The team assigns a priority and opportunity score and describes the current level of development in detail, citing evidence and examples.

Rubric
Score of 2
prompts the
following



The screenshot shows the '4. Assess Indicator' tab of the Alaska STEPP system. The indicator being assessed is '3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)'. A red circle highlights the '2' in the 'Insert your rubric score for this Indicator (1 - 3)' field. A yellow box on the left explains that a Rubric Score of 2 prompts the following actions:

- 1. Choose your level of Development or Implementation for this Indicator. *required**
 - ☐ No Development or Implementation
 - ☒ Limited Development or Implementation
 - ☐ Full Implementation
- 2. Priority Score: *required**
 - ☐ 3 - highest priority
 - ☐ 2 - medium priority
 - ☐ 1 - lowest priority
- 3. Opportunity Score: *required**
 - ☐ 3 - relatively easy to address
 - ☐ 2 - accomplished within current policy and budget conditions
 - ☐ 1 - requires changes in current policy and budget conditions
- 4. Please describe the current level of development or implementation. *required**

Describe the current level of implementation at the site

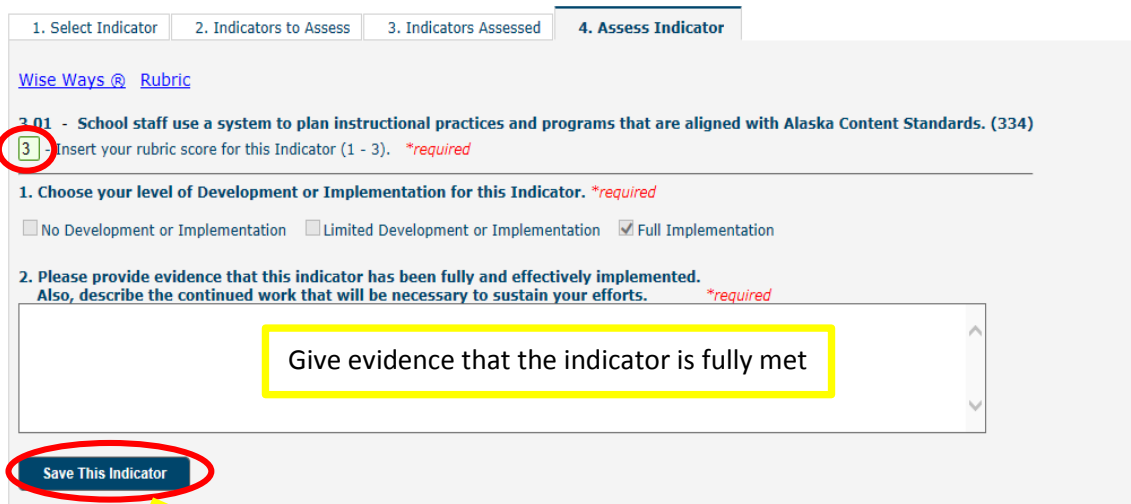
At the bottom, a red circle highlights the 'Save This Indicator' button, and a yellow box with an arrow pointing to it says 'Click save when completed'.

Some teams find it helpful to give indicators a priority score and opportunity score of 2 until they have assessed all indicators. This way they don't get stuck on this step or find that they have given everything a top priority. A team can go back and change these scores at any time.

Rubric Score of 3: Full Implementation

The team writes a detailed description and provides evidence that the indicator has been fully and effectively implemented. The team is also required to describe the continued work that will be necessary to sustain the efforts.

Rubric
Score of 3
prompts the
following



1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed 4. Assess Indicator

[Wise Ways @](#) [Rubric](#)

3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)

3 Insert your rubric score for this Indicator (1 - 3). **required*

1. Choose your level of Development or Implementation for this Indicator. **required*

☐ No Development or Implementation ☐ Limited Development or Implementation ☒ Full Implementation

2. Please provide evidence that this indicator has been fully and effectively implemented.
Also, describe the continued work that will be necessary to sustain your efforts. **required*

Give evidence that the indicator is fully met

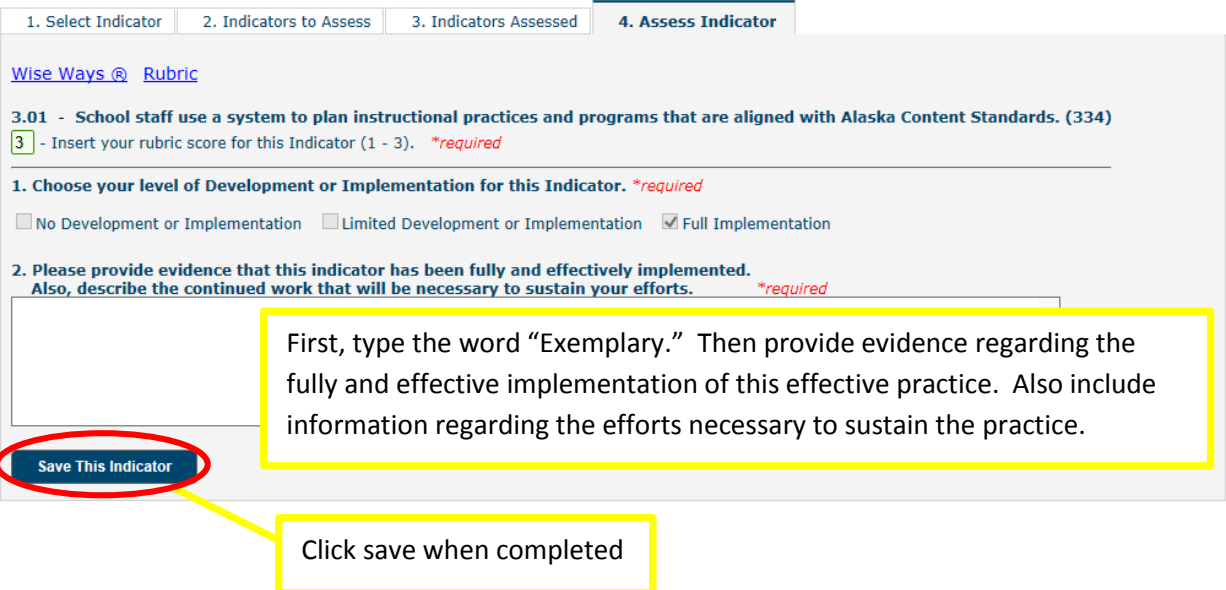
Save This Indicator

Click save when completed.

Rubric Score of 3+: Exemplary Implementation

The team writes a detailed description and provides evidence that the indicator has been fully and effectively implemented. The team is also required to describe the continued work that will be necessary to sustain the efforts.

Place a 3 in the rubric score box and write “Exemplary” in the text box prior to your evidence.



The screenshot shows the '4. Assess Indicator' tab of the Alaska STEPP interface. It includes a breadcrumb trail 'Wise Ways @ Rubric', the indicator text '3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)', and a score box containing the number '3'. Below this, step 1 shows 'Full Implementation' selected. Step 2 is a text entry area. A yellow box highlights the instruction: 'First, type the word “Exemplary.” Then provide evidence regarding the fully and effective implementation of this effective practice. Also include information regarding the efforts necessary to sustain the practice.' A red circle highlights the 'Save This Indicator' button, with a yellow box pointing to it that says 'Click save when completed'.

1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed **4. Assess Indicator**

[Wise Ways @](#) [Rubric](#)

3.01 - School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)

3 - Insert your rubric score for this Indicator (1 - 3). **required*

1. Choose your level of Development or Implementation for this Indicator. **required*

☐ No Development or Implementation ☐ Limited Development or Implementation ☒ Full Implementation

2. Please provide evidence that this indicator has been fully and effectively implemented. **required*
Also, describe the continued work that will be necessary to sustain your efforts. **required*

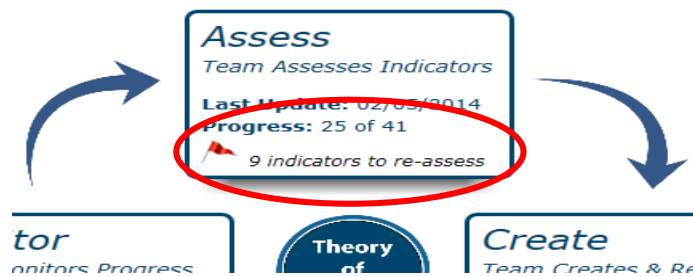
First, type the word “Exemplary.” Then provide evidence regarding the fully and effective implementation of this effective practice. Also include information regarding the efforts necessary to sustain the practice.

Save This Indicator

Click save when completed

Flagging, Re-Assessing, and Archiving Indicators

When an Indicator is Flagged or Archived, a Red Flag pops up on the Main Menu page saying Indicator(s) need to be re-assessed. Key Indicators will be systematically flagged for re-assessment two years from the time of full implementation or two years from the time an objective was met. Indistar puts this flagging feature in place, so each site that has Fully Implemented or Met Objectives for Key Indicators will re-assess those indicators exactly two years from the date those indicators were initially assessed at Fully Implemented or two years from the date Objectives were Met: *flagging will be staggered depending on the date of objectives being met or indicators being fully implemented.*



On the Assess Indicators page, when Display all Indicators [Display all Indicators](#) is selected, all indicators not assessed are listed. Indicators that have been Flagged or Archived will be labeled as Re-Assess.

Indicators: **All Indicators**

1. Select Indicator

2. Indicators to Assess

3. Indicators Assessed

4. Assess Indicator

Select Indicator to assess (16)

Code	Key	Indicator	Filter Tag (s)
2.01		School staff use formative and summative assessments that are aligned with district approved curricula and Alaska Content Standards. (328)	Re-Assess
2.02		School staff use established systems for collecting, managing, analyzing, and accessing data. (1011)	
2.04		School staff use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)	Re-Assess
3.01		School staff use a system to plan instructional practices and programs that are aligned with Alaska Content Standards. (334)	Re-Assess

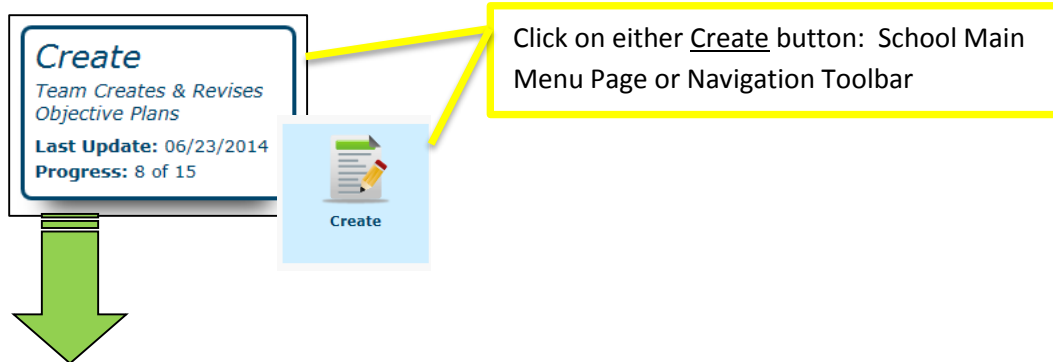
Once an Indicator has been Flagged or Archived, the History of the Indicator is stored in Alaska STEPP.

Indicators: **All Indicators**

1. Select Indicator				2. Indicators to Assess				3. Indicators Assessed				4. Assess Indicator															
Wise Ways @ Rubric																											
2.01 - School staff use formative and summative assessments that are aligned with district approved curricula and Alaska Content Standards. (328)																											
<input type="checkbox"/> - Insert your rubric score for this Indicator (1 - 3). <i>*required</i>																											
1. Choose your level of Development or Implementation for this Indicator. <i>*required</i>																											
<input type="checkbox"/> No Development or Implementation <input type="checkbox"/> Limited Development or Implementation <input type="checkbox"/> Full Implementation																											

Create a School Plan - Overview

1. Choose an indicator. Teams write plans for indicators after they have been assessed with a score of a 1 or 2. Only those indicators that have been assessed will appear in the planning phase.
(After a team assesses an indicator and includes it in the school plan, it becomes an **objective**. All objectives in the school plan will be listed when the Create icon is clicked).
2. The team chooses a member from the drop down menu to manage and monitor the work toward this objective. This drop down list of team members is populated from the Team that was created using the School Team icon found on the Navigation Toolbar.
3. The team writes a brief description of how the objective will look once it is completed. This gives direction to team members as they, and others, work toward meeting the objective. Teams may use guidance from level 3 or 3+ of the rubric, or from *Wise Ways*®, to complete this text box, *or if sites have more specific goals in mind that are related to the indicator, they might create more site specific objectives to incorporate in their school improvement plan.*
4. The team chooses a date by which the objective will be fully implemented (there is no limit to date choice).
5. The team adds tasks.



Indicators are now called objectives. Teams will create plans, including a series of tasks, to meet the objective. Select an objective to create or update a plan.

Indicators assessed by the team as Fully Implemented or No Development/Not in Plan will not appear in the Create Plan process.

Objectives shown in blue are either new objectives needing a plan and/or task created, or objectives with tasks that have not been completed.

Objectives shown in green have all tasks completed and the objective has been met, with evidence and sustainability provided.

Objectives shown in red need additional tasks added to reach full implementation, or the team is undecided if the objective has been met.

Note: Columns with underlined headers are sortable. Click on header name to sort.



Select Objectives by Section

Display All Objectives

All Objectives

School Plan (4 total objectives) *Note: Index = Priority Score x Opportunity Score

☐ Hide Completed Plan

ID	Objectives	Added Date	*Index	Rubric	Assigned to	Target Date	Tasks	Filter Tag(s)
1.04	School staff will use statewide assessment data to systematically review and identify gaps in the curricula. (326)	5/19/2014	6	2			0	
1.05	School staff will systematically use a review process to determine if the curricula address the learning needs of all students. (327)	5/19/2014	6	2			0	
2.03	School staff will use universal screening assessments and routinely administer them multiple times a year in at least literacy and math. (331)	12/20/2013	6	2			0	KEY
2.04	School staff will use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)	6/04/2014	2	2			0	

Create a School Plan - Page Organization

Indicators that have been assessed and checked as being in the school plan are listed as **Objectives**. For each objective the following information is listed on the Create School Plan page.

- ID: the number of the indicator
- Added date: the date the indicator was assessed
- Index score: the opportunity score x priority score; higher numbers may be “quick wins”
- The rubric score (1-3)

When an objective has been written and is in the plan, the last three columns will be populated.

- Assigned to: the team member who will monitor work towards this objective
- Target Date: the date on which the objective will be achieved
- Tasks: the number of tasks written for an objective

Note: To sort the list of objectives, click on any one of the column headings and that category will be sorted. For example, if you want to check to see what target dates are coming due, click on **Target Date** and the items will arrange chronologically by target date.

Alaska STEPP School Alaska
Create - Team Creates & Revises Objective Plans

Navigation Toolbar

Indicators are now called objectives. Teams will create plans, including a series of tasks, to meet the objective. Select an objective to create or update a plan.



Indicators assessed by the team as Fully Implemented or No Development/Not in Plan will not appear in the Create Plan process.

Objectives shown in blue are either new objectives needing a plan and/or task created, or objectives with tasks that have not been completed.

Objectives shown in green have all tasks completed and the objective has been met, with evidence and sustainability provided.

Objectives shown in red need additional tasks added to reach full implementation, or the team is undecided if the objective has been met.

Note: Columns with underlined headers are sortable. Click on header name to sort.

Select Objectives by Section

Display All Objectives

All Objectives

School Plan (4 total objectives) *Note: Index = Priority Score x Opportunity Score

☐ Hide Completed Plans

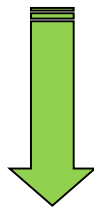
ID	Objectives	<u>Added Date</u>	<u>*Index</u>	Rubric	<u>Assigned to</u>	<u>Target Date</u>	<u>Tasks</u>	<u>Filter Tag(s)</u>
1.04	School staff will use statewide assessment data to systematically review and identify gaps in the curricula. (326)	5/19/2014	6	2			0	
1.05	School staff will systematically use a review process to determine if the curricula address the learning needs of all students. (327)	5/19/2014	6	2			0	
2.03	School staff will use universal screening assessments and routinely administer them multiple times a year in at least literacy and math. (331)	12/20/2013	6	2			0	KEY
2.04	School staff will use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)	6/04/2014	2	2			0	

Reordering the objectives can be done by clicking on any of the underlined categories

Create a School Plan - Write an Objective

Select an assessed indicator to plan for by clicking on the objective on the Create School Plan page. The planning page will then prompt the user to assign team members to manage the work within that objective, give a detailed description of how it will look when the objective is fully met, and choose a date by which the objective is expected to be complete.

ID	Objectives	Added Date	*Index	Rubric	Assigned to	Target Date	Tasks	Filter Tag(s)
1.04	School staff will use statewide assessment data to systematically review and identify gaps in the curricula. (326)	5/19/2014	6	2			0	



Choose a team member to oversee the work on this objective

[Wise Ways](#) ®

2.04 - School staff use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels.(333)

ASSESS

Level of Development or Implementation: Limited Development **Priority Score:** 2 **Opportunity Score:** 1

Current Level Description:

School staff uses multiple data sources to evaluate how programs impact student performance, however sub groups and specific grade levels have not been addressed.

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. Russel Haimanot *required
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. *required

Describe full implementation in detail. Use guidance from the rubric score of 3 or from *WiseWays*® and add information unique to your site, or write your own objective/goal as it relates to the indicator.

3. Establish a date by which your description above will be a reality.

Save

Choose a completion date

Click save when completed

Create a School Plan – Add Tasks

After choosing a team member, describing full implementation, establishing a date and clicking **SAVE**, the screen with a button to Add a task will automatically appear.

Note: Teams also can add additional tasks to objectives that have already been planned for. Select any objective from the Create School Plan page to add tasks.

[Wise Ways @ Rubric](#)

2.04 - School staff will use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)

ASSESS

Level of Development or Implementation: Limited Development **Priority Score:** 2 **Opportunity Score:** 1

Current Level Description:

School staff uses multiple data sources to evaluate how programs impact student performance, however sub groups and specific grade levels have not been addressed.

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. [Russel Haimanot](#) **required*
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. **required*

Sub groups of students' and specific grade levels of students' performance data will be evaluated and compared to programs that are offered throughout the school. If programs are not positively impacting all groups of students, the leadership team will alter the programs being offered and track the results.

3. Establish a date by which your description above will be a reality. [5/01/2015](#)

4. Edit information in items 1 - 3 above.

Edit

5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

Add a task

Add a Task

Task Information

- 5 a. Create one task in the series for this objective

Create a task for the objective. Created tasks indicate or imply that specific action will be taken. Tasks should be specific and clearly linked to the identified needs and objectives.

- 5 b. Assign a person to be responsible for this task:

- Select a Team Member -

or Enter -->

- 5 c. Establish a date this task will be completed or will become routine:

- 5 d. Is this a recurring task? ☐ Yes ☒ No

- 5 e. Record notes from your discussion that will be helpful to the person responsible for this task:

Add a Task - Team Members and Completion Dates

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. [Russel Haimanot](#) **required*
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. **required*

Sub groups of students' and specific grade levels of students' performance data will be evaluated and compared to programs that are offered throughout the school. If programs are not positively impacting all groups of students, the leadership team will alter the programs being offered and track the results.

3. Establish a date by which your description above will be a reality. [5/01/2015](#)

4. Edit information in items 1 - 3 above.

Edit

5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

Add a task

Task Information

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task:

Select a Team Member - v

or Enter -->

5 c. Establish a date this task will be completed or will become routine:



5 d. Is this a recurring task? ☐ Yes ☒ No

5 e. Record notes from your discussion that will be helpful to the person responsible for this task:

Save

Cancel

Select a team member responsible for completing the task

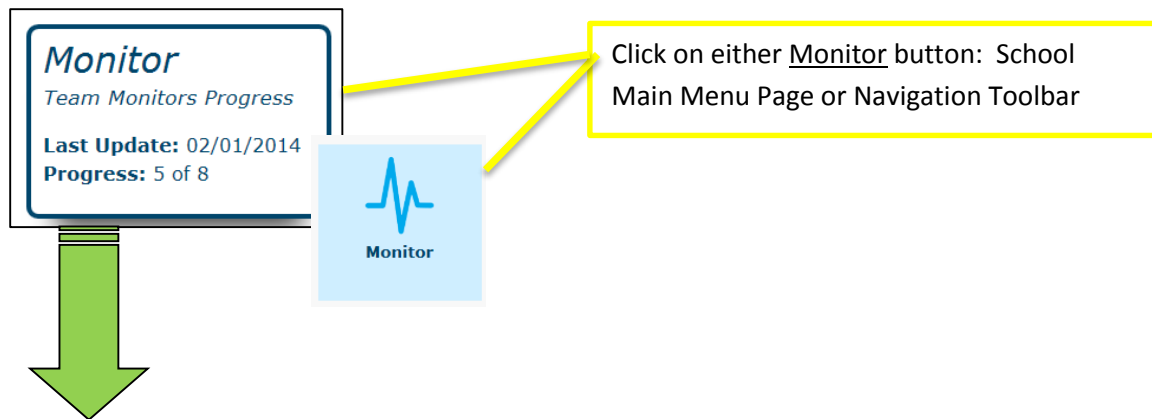
This date should be earlier than the completion date for the indicator/objective as a whole

Monitor School Plan

Once the plan is created, the team members and stake holders work to complete the tasks. Monitor School Plan is the step where teams record work completed to date on each objective.


It is recommended that teams start each meeting by updating information in the Monitor section.

On the Main Menu page choose **Monitor School Plan**.



Monitor School Plan - Select an Objective to update

Alaska STEPP School Alaska
Monitor - Team Monitors Progress

 Navigation Toolbar

The objectives listed below are those your team has chosen to include in your plan. Select an objective to update the progress of tasks, or to remove a task from an objective. To edit a plan or task, go back to the Create a Plan process.

Objectives shown in blue are either new objectives needing a plan and/or task created, or objectives with tasks that have not been completed.

Objectives shown in green have all tasks completed and the objective has been met, with evidence and sustainability provided.

Objectives shown in red need additional tasks added to reach full implementation, or the team is undecided if the objective has been met.

Note: Columns with underlined headers are sortable. Click on header name to sort.



Tutorial
Video



Help

School Plan (1 total objectives)

☐ Hide Completed Plans

ID	Select Objective to update task progress.	Rubric	Assigned to	Target Date	Tasks	% Tasks Completed	Objective Met	Filter Tag(s)
2.04	School staff will use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)	2	Russel Haimanot	5/01/2015	0	0 %		

Click on the objective to update implementation information

Monitor School Plan – Select a Task to update

[Wise Ways @ Rubric](#)

2.04 - School staff will use multiple data sources, including state assessment data, to evaluate how school programs impact student performance including specific sub groups and specific grade levels. (333)

ASSESS

Level of Development or Implementation: Limited Development **Priority Score:** 2 **Opportunity Score:** 1

Current Level Description:

School staff uses multiple data sources to evaluate how programs impact student performance, however sub groups and specific grade levels have not been addressed.

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. [Russel Haimanot](#) **required*
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. **required*

Sub groups of students' and specific grade levels of students' performance data will be evaluated and compared to programs that are offered throughout the school. If programs are not positively impacting all groups of students, the leadership team will alter the programs being offered and track the results.

3. Establish a date by which your description above will be a reality. [5/01/2015](#)
4. Edit information in items 1 - 3 above.

Edit

5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

Add a task

Task(s) created to meet this objective are shown below. Click a task to update or edit. To delete a task, go to the Monitoring process.

Sort	Task(s)	Recurrence	Assigned to	Target Date	Completed
1	Attend a leadership meeting to establish an agreed upon definition of Programs.		Jennifer Newman	9/15/2014	
2	Establish a list of all programs being offered at the school and give the list to Russel.		Jennifer Newman	9/22/2014	
3	Each grade level Team Meeting will be attended at least quarterly with the intent of gathering student performance data as it relates to programs being offered in the school.	four times a year	Samuel Johnson	5/01/2015	

Save Sort Order

Click on the task to be monitored

MONITOR PLAN

Update or Complete Task Status

1. Update task comments as necessary.
2. Choose a "Completed date" when task has been completed.
3. Click "Save/Update" to save changes.

***Note:** Click "Delete this task" to remove the task from the objective. This should only be done if the task is no longer necessary in working toward meeting the objective.

Task: 3 Each grade level Team Meeting will be attended at least quarterly with the intent of gathering student performance data as it relates to programs being offered in the school.

Frequency: four times a year

Comments: Samuel will share out information gathered from teams during end of year staff meeting.

Completed date: [Clear Completed Date](#)

Save / Update

Cancel

Enter completion date, and click Save/Update

Enter comments updating this task, adding additional information or reasons for delay of completion, etc.

This is the only place where a task can be deleted

✗ Delete This Task

Monitor School Plan – Objective Status

Once all tasks have been completed for an objective, the team will be prompted to decide whether they are satisfied that the objective has in fact been met, or if the objective has not yet been met.

Alaska STEPP School Alaska
Monitor - Team Monitors Progress

Select a task to update progress or to remove a task. Once all the tasks for an objective are complete, you will be asked to provide evidence, experience, and sustainability if the objective has been met. If the team determines that more work needs to be done to complete the objective, you will be instructed to go back to Create a Plan and add additional tasks.

[Back to All Objectives](#) [Go To Plan](#)

[Wise Ways @ Rubric](#)

2.04 - Objective: School staff will use multiple data sources, including state assessment data, to monitor student progress, including specific sub groups and specific grade levels. (333)

ASSESS
Level of Development or Implementation: Limited Development Priority Score: 2 Opportunity Score: 1

Current Level Description: School staff addressed.

PLAN - Implement
Describe how the school will implement the plan. Sub groups and specific grade levels. If programs are implemented, describe how they will be implemented.

Assigned to

MONITOR

Objective Status

All tasks created for this objective are now complete. Select your level of development after the team has discussed the current status of this objective.

- ☐ This objective has not been met. More tasks are needed to reach full implementation.
- ☐ This objective has been fully met. Evidence can be provided.
- ☐ Team is undecided. More discussion is needed.

[Submit](#)

Sort Select

							Completed
1	Attend a leadership meeting to establish an agreed upon definition of Programs.	Jennifer Newman	9/15/2014	06/04/2014			
2	Establish a list of all programs being offered at the school and give the list to Russel.	Jennifer Newman	9/22/2014	06/04/2014			
3	Each grade level Team Meeting will be attended at least quarterly with the intent of gathering student performance data as it relates to programs being offered in the school.	four times a year	Samuel Johnson	5/01/2015	06/04/2014		

Once all tasks are complete, this box automatically pops up

Monitor School Plan – Objective Status

Objective Status

All tasks created for this objective are now complete. Select your level of development after the team has discussed the current status of this objective.

- ☒ This objective has not been met. More tasks are needed to reach full implementation.
- ☐ This objective has been fully met. Evidence can be provided.
- ☐ Team is undecided. More discussion is needed.

Submit and go back to Create a Plan to add more tasks to this Objective.

Submit

Choose **“The objective has not been met”** and click **Submit**. If an objective has not been met, the tool will give a prompt to add more tasks.

Objective Status

All tasks created for this objective are now complete. Select your level of development after the team has discussed the current status of this objective.

- ☐ This objective has not been met. More tasks are needed to reach full implementation.
- ☐ This objective has been fully met. Evidence can be provided.
- ☒ Team is undecided. More discussion is needed.

Submit and return here to update the current status when the team has decided the objective has been fully met.

Submit

If the team is undecided about the completion of the objective, choose **“We are not ready to make a decision”** and click **Submit**. The tool will prompt users to return later.

Monitor School Plan – Objective Status

Objective Status

All tasks created for this objective are now complete. Select your level of development after the team has discussed the current status of this objective.

- ☐ This objective has not been met. More tasks are needed to reach full implementation.
- ☒ This objective has been fully met. Evidence can be provided.
- ☐ Team is undecided. More discussion is needed.

1. Please describe your experience in pursuing this Objective. **required*

Describe experience

2. What continued work will be necessary to sustain your efforts and continue to meet this Objective. **required*

Describe efforts to sustain improvements

3. Please provide evidence that this Objective has been fully and effectively implemented. **required*

Describe evidence of full implementation

Submit

Click submit.

If the objective is complete, the tool will ask for a description of the team's experience, what continued work will be necessary to sustain the improvement efforts, and what evidence shows the objective has been fully and effectively implemented. This narrative provides a historical record for the site/district as to what work has been done and what has been successful.

Resources and Reports

Resources

The resources in Alaska STEPP include system instructions, *WiseWays*®, and links to organizations that provide information and research in school improvement. In addition, teams are provided with resources that stand beside the Alaska STEPP tool: the User's Manual, Indicators in Action Videos, Power Point of Alaska STEPP Overview, and Webinar Playback Links.

User's Manual

The User's Manual contains narrative description of the processes and purpose of Alaska STEPP and the continuous school improvement planning model.

Indicators in Action Videos

The Indicators in Action Videos contain video clips of teachers using the best practices as described in the *WiseWays* documents. <http://www.indistar.org/action/courses.html>

Webinar Playback Links

Webinars that address changes in Alaska STEPP, procedures for New Users, and the application of processes are held each year; the Playback Links of these webinars are available on the EED web page under the Orange Support Star and the Orange Alaska STEPP Tab. An Alaska STEPP Overview Power Point is also available under the Alaska STEPP Tab.

Alaska's School Improvement Handbook

The *School Improvement Handbook* is a guide for 1, 2, & 3 Star, and Priority & Focus schools as they plan for school improvement. It also provides guidance for 4 & 5 Star schools that are in improvement for specific sub groups of a student population. The requirements and timelines put in place by the Elementary and Secondary Education Act (ESEA) Waiver are outlined, and research based processes for school improvement planning are included. Resources to assist with planning and implementation are provided, and specific responsibilities of the State Education Agency (SEA), school districts, and schools are included.

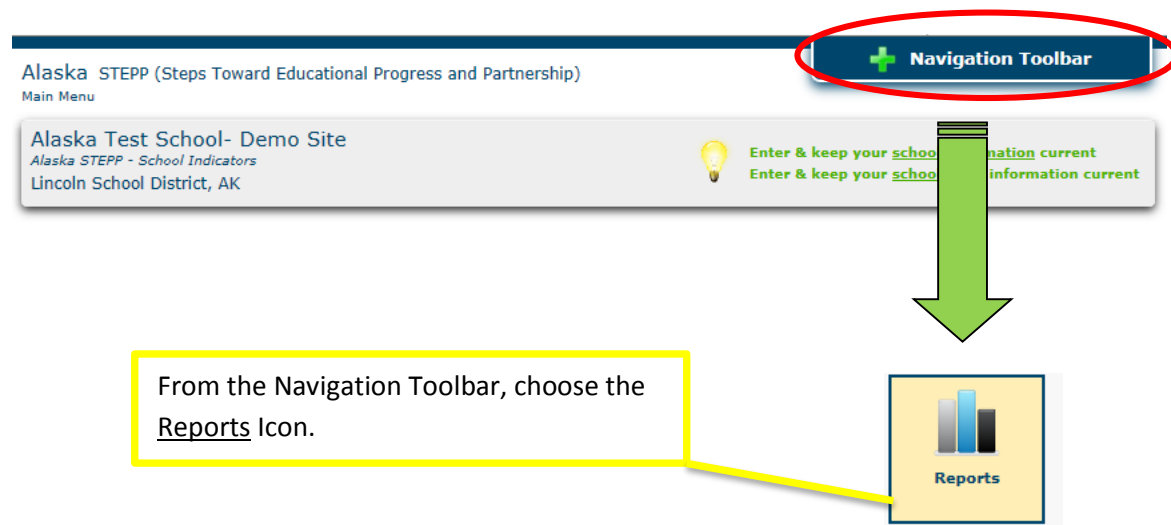
Reports

A School or district improvement plan is meant to be shared with, and implemented by, a larger group of people rather than just those that are on the core team. School boards, advisory groups, parents, and the entire school staff are just a few of the groups that may be getting this information. In addition to the guest login and password, which allows a read-only view of the plan, Alaska STEPP produces 21 different reports that help package the information in a variety of ways for use with different audiences.

Before describing the reports in detail, users should know a few important pieces of related information. First, reports can be accessed at any time—they will show all work to date that has been done in Alaska STEPP. Second, the reports can be saved in several formats, including PDF, Word, Excel and CSV. After saving the documents, users can print the reports if the team would like to work with a paper copy.

Reports – Accessing

To access all of the reports, you must be able to reach the Navigation Toolbar, which is located on the School or District Main Menu Page. The reports are organized in groups by the steps of the school improvement planning process.



Reports - Choose a Report to View

Alaska Test School- Demo Site Lincoln School District, AK
School Report Menu

Navigation Toolbar

Reports are organized by steps of the school improvement planning process

General

- [School Information](#): This report holds registration information for the school, principal, and process manager.
- [School Demographics](#): Here you will see the demographic, personnel and enrollment information as entered by the school.
- [School Assessment](#): This report shows assessment information for state and standardized tests as entered by the school.
- [School Team Members](#): Information pertaining to the members of the School Improvement Team including the principal, the process manager, and others chosen from the school or community to be part of the leadership team is displayed here.

Assess

- [List of Indicators Included in Plan](#): This report holds a list of all assessed indicators that will be included in your plan.
- [Detailed Report of Assessed Indicators](#): This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.
- [Flag to Reassess Report](#): This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.

Plan

- [List of Objectives Included in Plan](#): Here you will find a list of all objectives included in the plan.
- [Detailed Report of Objectives Included in Plan](#): This report holds a list of all objectives, the index score, target date, and team member assigned to it, as well as a description of what the fully implemented objective will look like.

Monitor

- [Tasks Report](#): The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.
- [Progress Report](#): This report gives information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.
- [Comprehensive Plan Report](#): This report shows detailed activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation filtered by one month, three month, six month, nine month and twelve month time intervals.
[last 3 months](#) [6 months](#) [12 months](#)
- [12 Month Activity Report](#): A 12 month Report showing detailed activity of the leadership team's work on the action plan, including plans with tasks and indicators assessed as fully implemented or not a priority.
- [Celebrate Our Success](#): This report shows indicators which have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are the school's norms, what is done routinely and with high quality.
- [Accomplishments Report](#): This report shows indicators that were assessed as fully implemented or the objective has been met within the last year, the last two years, or the last three years. This report allows a school or district to show their achievements within those time periods.
in the last - [1 year](#) [2 years](#) [3 years](#)
- [Indicator Checklist Report](#): This is a customizable report that allows one to choose individual indicators and displays all information for assessments, plans, and tasks for each indicator selected.
- [Implementation and Monitoring Report](#): Here you will see a comprehensive list of only those indicators that were initially assessed as fully implemented or those indicators for which a plan has been created.
- [Coaching Comments](#): This report displays the conversational tool designed for districts to receive and respond to helpful tips and comments from their coach.
- [Where are we now?](#): This report gives an overview of the schools execution of its plan in graph form, as well as a list of fully implemented and completed indicators.
- [Summary Report](#): This report displays summary information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as leadership team information.
- [Improvement Plan Report](#): This report is a minimized version of the Comprehensive Report, omitting the details of the tasks.
[last 3 months](#) [6 months](#) [12 months](#)

This complete page, with report definitions, can be found on Alaska STEPP

Reports - Comprehensive Plan Report

This report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress that a school has made using Alaska STEPP.

The Comprehensive Plan Report is what schools submit for their school improvement plan

Alaska Alaska STEPP School
 Filter(s) Choose a filter to narrow your search.
☐ Key Indicators only ☐ Show only the indicators included in the plan.
 apply Indicator Filter
 apply Activity Filter
 Refresh Report

1 of 3

Comprehensive Plan Report

A detailed report showing activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.
 6/4/2014

Alaska STEPP School NCES - na
 Alaska STEPP District

Alaska STEPP - School Indicators Key Indicators are shown in RED.

Curriculum		
Indicator	1.01 - School staff implements the district approved, research based curricula that are aligned with Alaska Content Standards.(323)(KEY)	
Status	Full Implementation	
	Rubric Score:	3
Assessment	Level of Development:	Initial: Full Implementation 12/20/2013
	Evidence:	8/23/13 Our K-5 school is using district adopted curricula that is aligned to state standards, Wonders & Math in Focus. Staff members have attended trainings that support each curricula and ongoing PD is planned for winter and spring in-services. Weekly PLC agendas include discussion on teaching with fidelity (see agenda minutes), and data from principal walk-throughs reflects current instructional practices in place (see tally sheet). Documentation from peer and self-evaluation can also be viewed on survey monkey. Our school schedule supports implementing curricula with fidelity, i.e., weekly PLC meetings, small group instruction, & time set aside for progress monitoring.
Indicator	1.04 - School staff use statewide assessment data to systematically review and identify gaps in the curricula.(326)	
Status	In Plan / No Tasks Created	
	Rubric Score:	2
Assessment	Level of Development:	Initial: Limited Development 05/19/2014
	Index:	6 (Priority Score x Opportunity Score)
	Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We have this partially implemented, but would like to have it fully implemented.
Plan	Assigned to:	Not yet assigned
Indicator	1.05 - School staff systematically use a review process to determine if the curricula address the learning needs of all students.(327)	
Status	In Plan / No Tasks Created	
	Rubric Score:	2
Assessment	Level of Development:	Initial: Limited Development 05/19/2014
	Index:	6 (Priority Score x Opportunity Score)
	Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Partially
Plan	Assigned to:	Not yet assigned

Reports - Comprehensive Plan Report – Objectives'

Status

The Comprehensive Plan report shows the current status of each indicator

Indicator	1.04 - School staff use statewide assessment data to systematically review and identify gaps in the curricula (326)		
Status	In Plan / No Tasks Created		
	Rubric Score:	2	
Assessment	Level of Development:	Initial: Limited Development 10/11/2013	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Students have gaps in current level of education	
Plan	Assigned to:	Jennifer Karlik	
	How it will look when fully met:	Staff and instructional leader utilize an established process every year to review SBA data sets in order to identify gaps in curricular areas. It may get wonky.	

Reports - Met Objectives

Curriculum			
Indicator	1.01 - School staff implements the district approved, research based curricula that are aligned with Alaska Content Standards.(323)(KEY)		
Status	Objective Met 9/9/2013		
	Rubric Score:	2	
Assessment	Level of Development:	Initial: Limited Development 10/17/2013	
		Objective Met - 09/09/2013	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished with current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	District approved curricula has been aligned to some of the Alaska State Standards, but are being updated this year. This curricula is implemented with fidelity by most of the school staff, but not all in reading, and about half of school staff in math. Some staff are new and more professional development is needed for full implementation to take place. 11/7/2013 The school is currently training and implementing Reading Wonders for the 2013-14 school year.	
Plan	Assigned to:	Bob Hewitt	
	How it will look when fully met:	The curricula will be aligned with all the current Alaska State Standards and be research based. All teachers will use the curricula in their classrooms.	
	Target Date:	08/20/2014	
	Tasks:		
	1. Professional Development for new teachers will be scheduled for ABC Reading, the districts K-6 Reading curricula.		

If tasks have been completed and an Objective has been met, the indicator score does not change. However, the Objective is documented as being met.

Reports - Save and/or Print

STEPP (Steps Toward Educational Progress and Partnership)
Alaska STEPP School

Objectives in the Plan Close

1 of 1

List of Objectives Included in Plan

A list of all objectives that the Leadership Team has included in the plan.

June 04, 2014

Alaska STEPP School NCES - na

Alaska STEPP District

Alaska STEPP - School Indicators

Objective included in plan (4)

Key Objectives are shown in RED

ID	Objective	Objective when met	Index	Assigned to	Target date
1.04	School staff will use statewide assessment data to systematically review and identify gaps in the curricula. (326)		6	- removed -	
1.05	School staff will systematically use a review process to determine if the curricula address the learning needs of all students. (327)		6	- removed -	

Choose the drop down menu

STEPP (Steps Toward Educational Progress and Partnership)
Alaska STEPP School

Objectives in the Plan Close

1 of 1

List of Objectives Included in Plan

A list of all objectives that the Leadership Team has included in the plan.

June 04, 2014

Alaska STEPP School NCES - na

Alaska STEPP District

Alaska STEPP - School Indicators

Objective included in plan (4)

Key Objectives are shown in RED

XML file with report data
CSV (comma delimited)
PDF
PDF in Landscape Mode
MHTML (web archive)
Excel
TIFF file
Word

Choose the desired format

Choose Open, or Save

Depending on what browser is being used, a pop up menu will appear that gives the option to open or save a report. This pop up is from Internet Explorer and appears at the bottom of the page.

Do you want to open or save PlanObjectivesReport1.pdf from indistar.org?

Open Save Cancel ×

Choose save or open

District Dashboard - Viewing Site Plans and Reports

The District Dashboard is accessed from the Indistar log-in page using a district-level log-in and password. This allows a district team to build a district plan, a district administrator to review school plans without having to log in to each school's page individually, and for a coach to review site work periodically and offer coaching comments if this is the team's practice. The District Dashboard will have the same mountains, but will list the District name at the top, and have a Coaching tab.

District's
Name

Fairbanks North Star Borough School District

Document Upload Dashboard Tutorial

Home Complete Forms Submit Forms/Reports Docs & Links **Coaching**

My Online Tool(s)

Description



[Alaska STEPP - District Indicators](#)

Review Progress

On the District Dashboard select the Coaching tab

Fairbanks North Star Borough School District

Document Upload Dashboard Tutorial

Home Complete Forms Submit Forms/Reports Docs & Links **Coaching**

District Admin Information

*This icon denotes that a new Coaching Comment is available for review.

School	Dashboard
Alternative Learning Systems - Fairbanks North Star Borough School District	show dashboard
Anderson Elementary - Fairbanks North Star Borough School District	show dashboard
Anne Wien Elementary - Fairbanks North Star Borough School District	show dashboard
Arctic Light Elementary - Fairbanks North Star Borough School District	show dashboard
B.E.S.T. - Fairbanks North Star Borough School District	show dashboard
Badger Road Elementary - Fairbanks North Star Borough School District	show dashboard
Barnette Magnet School - Fairbanks North Star Borough School District	show dashboard
Ben Eielson Jr/Sr - Fairbanks North Star Borough School District	show dashboard
Chinook Charter - Fairbanks North Star Borough School District	show dashboard
Crawford Elementary - Fairbanks North Star Borough School District	show dashboard
Denali Elementary - Fairbanks North Star Borough School District	show dashboard

Click the *show dashboard* button to view each site's work

School's
Name

Alaska STEPP

Steps Toward Educational Progress & Partnership

Anderson Elementary - Fairbanks North Star Borough School District



District Bulletin Board



Document Upload



Dashboard Tutorial

New Look! - Share this Guest Login with the Leadership Team and others.
It allows read-only access to key documents.
Guest Login - Password / **guest4035** - **guest4035**

Home

Complete Forms

Submit Forms/Reports

Docs & Links

Coaching

My Online Tool(s)

Description



[Alaska STEPP - School Indicators](#)

[Coaching Review](#)

Select the Alaska STEPP School Indicators link to view the work in progress for this school site

Select the Coaching Review short cut to view reports and leave coaching comments for this site

Tabs on the Coaching Review page allow you to view the most frequently used reports

Anderson Elementary Alaska STEPP - School Indicators

[Back to Dashboard](#)

[Coaching Review \(show - hide\)](#)

[Coaching Comment \(show - hide\)](#)

[View Indicators](#)

[View WiseWays](#)

Summary Report

[Comprehensive Report](#)

[Comments & Reviews](#)

[Task Report](#)

[Where Are We Now](#)

[Team Meetings](#)

[Quick Score](#)

1 of 2

STEPP (Steps Toward Educational Progress and Partnership) Summary Report

A summary report of information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as leadership team information.

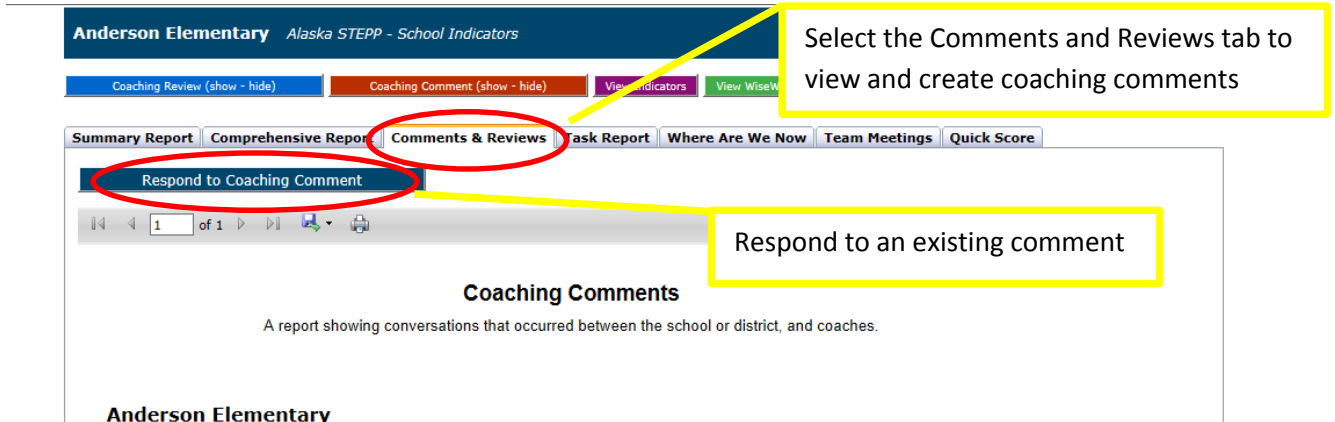
Date 06/04/2014
School Anderson Elementary
District Fairbanks North Star Borough School District
State AK
Alaska STEPP - School Indicators

Principal
Process Manager

Mrs. Shari Merrick

Quick Score:
Recent activity,
meetings, indicators
assessed, tasks
created, objectives
met

District Dashboard - Creating Coaching Comments



Anderson Elementary Alaska STEPP - School Indicators

Coaching Review (show - hide) Coaching Comment (show - hide) View Indicators View WiseWays

Summary Report Comprehensive Report **Comments & Reviews** Task Report Where Are We Now Team Meetings Quick Score

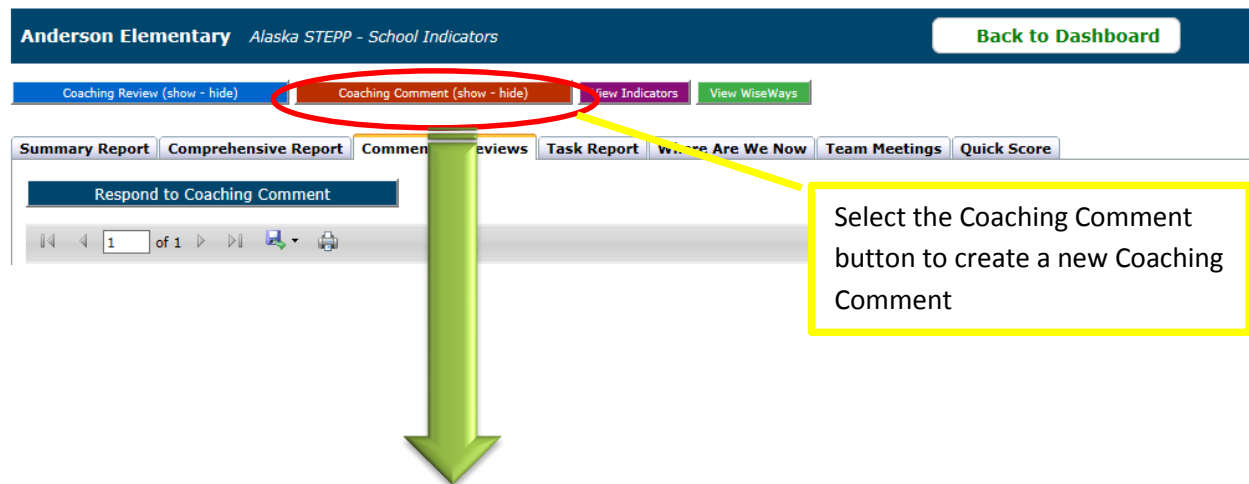
Respond to Coaching Comment

1 of 1

Coaching Comments

A report showing conversations that occurred between the school or district, and coaches.

Anderson Elementary



Anderson Elementary Alaska STEPP - School Indicators [Back to Dashboard](#)

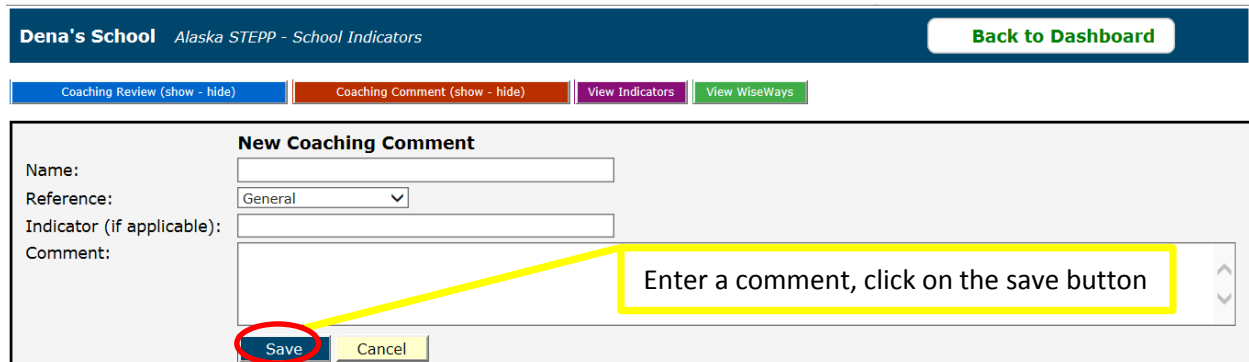
Coaching Review (show - hide) **Coaching Comment (show - hide)** View Indicators View WiseWays

Summary Report Comprehensive Report **Comments & Reviews** Task Report Where Are We Now Team Meetings Quick Score

Respond to Coaching Comment

1 of 1

Select the Coaching Comment button to create a new Coaching Comment



Dena's School Alaska STEPP - School Indicators [Back to Dashboard](#)

Coaching Review (show - hide) Coaching Comment (show - hide) View Indicators View WiseWays

New Coaching Comment

Name:

Reference:

Indicator (if applicable):

Comment:

Save Cancel

Enter a comment, click on the save button

Returning to the District Dashboard

Dena's School Alaska STEPP - School Indicators

Coaching Review (show - hide) Coaching Comment (show - hide) View Indicators View WiseWays

Summary Report Comprehensive Report **Comments & Reviews** Task Report Where Are We Now Team Meetings Quick Score

Show Coaching Comment Report

Sender	Added	Added By	Reference	Indicator	Comments & Reviews
Coach	07/11/14	Coach Clark	General	1.01	District approved curricula should be mailed to each school site for the new Math curricula today. An inservice is scheduled to review these materials with teachers on October 23, 2014. Mrs. Smith, the math coach, will then meet with each site individually to set up a schedule for three video conferences and one site visit each quarter to answer any fidelity questions and review progress. School sites may wish to keep questions that come up in their weekly PLC minutes in the meeting function of STEPP in order to make these questions/comments easily retrievable.
Coach	12/17/13	Mr. Smith	Coach Review		Trying a test.
Coach	12/17/13	Mr. Smith	Plan	3.02	Your objectives and tasks look Great!!

Back to Dashboard

From the Coaching Review page select the Back to Dashboard button to return to the **school's** page

Both Dashboards have the mountains with the Alaska STEPP title. The name of the site will appear here to indicate you are on the school page, of the district's dashboard.



Anderson Elementary - Fairbanks North Star Borough School District



District Bulletin Board



Document Upload



Dashboard Tutorial

New Look! - Share this Guest Login with the Leadership Team and others. It allows read-only access to key documents. Guest Login - Password / **guest4035 - guest4035**

Home Complete Forms Submit Forms/Reports Docs & Links **Coaching**

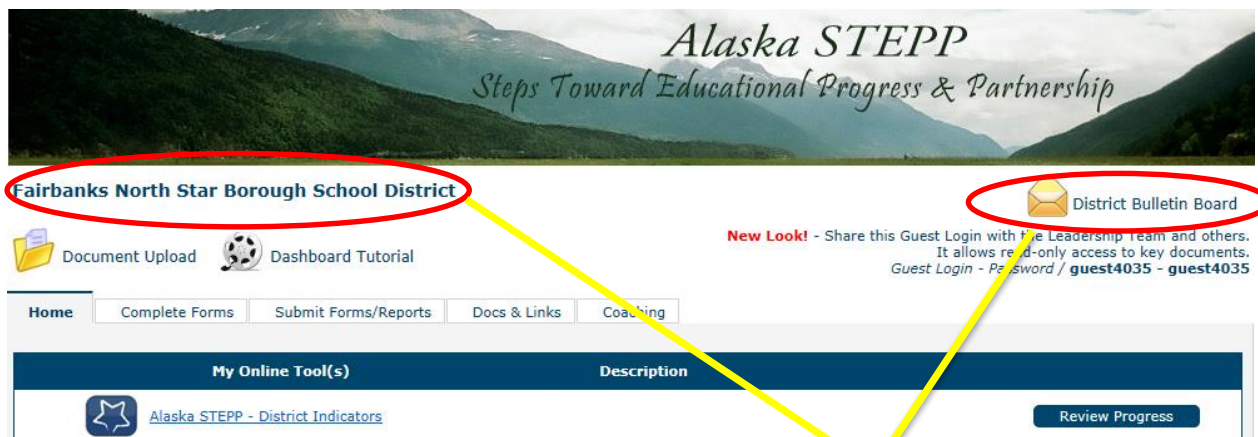
Show My District Dashboard

District Admin Information

*This icon denotes that a new Coaching Comment is available for review.

School	Dashboard
Alternative Learning Systems - Fairbanks North Star Borough School District	show dashboard
Anderson Elementary - Fairbanks North Star Borough School District	show dashboard

Select the Show My District Dashboard button to return to the **district** dashboard main page



The District Dashboard looks the same as the School Dashboard with the mountains and the STEPP title. The name of the District will appear here to indicate you are back on the District's dashboard. The Bulletin Board also reads "District" rather

Frequently Asked Questions

Q: How do I change a rubric score?

A: If an objective and tasks have NOT been written for an assessed indicator, the score may be changed in the Assess Indicators page.

If an objective and tasks have been written, it is not possible to change the score. Call the STEPP team at EED for assistance.

Q: How many indicators do most teams complete in an hour?

A: Teams report that once the process has become a part of their work, they are able to assess and plan for 2-4 indicators in an hour.

Q: Can Title I Schoolwide Plans be written using Alaska STEPP?

A: Yes: The Title I Assurances document, located on the Dashboard of STEPP under Forms to Complete, has a list of Alaska STEPP indicators a school can cross walk with Title I requirements. There is also a document, *"Using AK STEPP as a Title I Plan"* on the EED website under the Orange Star & the Alaska STEPP tab: http://education.alaska.gov/tls/TitleIA/pdf/Using_AK_STEPP_TitleI_Plan.pdf


Q: Once a school submits a Comprehensive Plan Report on Alaska STEPP, have they completed the school improvement process?

A: While the Comprehensive Plan Report is the same as a School Improvement Plan, school improvement planning is an ongoing process and is never complete. The school improvement plans in Alaska STEPP are to be monitored at least once per month, and they are to become comprehensive, continuous and team oriented.

Q: When our team completes all tasks and the indicator is listed as Objective Met, will we see a change in the rubric score?

A: No, the rubric score stays the same. However, the Objective is documented as being met.

Q: Can an Assessed Indicator be edited or updated?

A: Yes. Go to the Assess feature (either through the Main Menu Page, or through the Assess icon on the Navigation Toolbar), click on Display all Indicators: , click on Tab 3. Indicators Assessed, then choose the desired indicator. In box 4., the information can be changed, or updated. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date.*

Q: Can a Task be deleted?

A: Yes. The only way to delete a task is by entering the Monitoring feature (either through the Main Menu Page, or through the Monitor icon on the Navigation Toolbar). Choose the desired objective, and then choose the task that needs to be deleted. A red **X Delete This Task** will appear.

Q: Can a Task be edited or updated?

A: Yes. Go to the Create feature (either through the Main Menu Page, or through the Create icon on the Navigation Toolbar). All assessed Indicators in the plan will be listed. Choose the desired indicator, and then choose the desired Task. In box 5a., the information can be changed, or updated. It is highly recommended NOT to erase information, only write updated narrative beginning each description entry with the current date. Comments can also be written in box 5e. Additionally, comments can be entered by using the Monitoring feature, as described above.

Q: Can the Dashboard be accessed through the Main Menu Page or the Navigation Toolbar?

A: No. The only way to access the Dashboard from the Main Menu Page, or from the Navigation Toolbar, is to click on the browser's open page tab that says My Dashboard. The Dashboard is a completely separate page than the Main Menu Page and the Navigation Toolbar.

Q: How can the Main Menu Page and Navigation Toolbar be accessed?

A: Access the Main Menu Page and Navigation Toolbar by logging into Alaska STEPP and finding the,



[Alaska STEPP - School Indicators](#)


link on the Dashboard (located half way down and to the left).


Q: Can an Alaska STEPP user easily maneuver between the Main Menu Page and the Navigation Toolbar?

A: Yes, this is an updated feature that allows a user to go back and forth between the Assess, Create and Monitor features more easily. Going back and forth from the Main Menu Page to the Navigation

Toolbar is as easy as clicking on the green cross  or the NavigationToolbar's Main Menu icon .

The Assess, Create, and Monitor features are found on the

Main Menu Page  **Assess, Create, Monitor AND on the**

Navigation Toolbar  **Assess, Create, Monitor.**

Document Upload Guidance

The “upload feature” has two upload folders per year; one is used to upload the Needs Assessment & the Assurances, and one can be used to provide other information about school improvement processes that are relevant to school improvement plans. Examples of documents appropriate and not appropriate for uploading include:

Upload	Do Not Upload
Aggregated data reports: local data summaries, climate surveys, demographic data, behavior data	Large data files that may be accessed via the Alaska Department of Education website. Individual student records, particularly with student identification information.
Title I documentation: annual parent meeting, policies, compacts, parent involvement reports	Several documents recording events throughout the year
Team meeting agendas or minutes: documentation of events to record evidence of work being done, strategic/action plans	Images, such as pictures

- Please name all documents very clearly when uploading so that the SEA, district, school and/or coaches can easily identify the document. (e.g. *Arctic Lights Local Data Summary Fall 2014*)
- To the extent possible, use this space to reduce the need to email, mail or fax documents. The EED staff may NOT upload to a school’s or district’s Upload Folder.
- Schools and districts should not use the Document Upload feature as a substitute for the succinct information entered into the indicator-based tool. The tool asks that the school or district team enter “evidence” and other information in a clear and succinct form. Summarize the evidence-based findings of the team in the indicator workspace. More detailed evidence, including detailed data reports, can be uploaded to the Document Upload folder and referenced in the indicator text boxes.
- Document Upload will accept the following file types: doc, docx, ppt, pptx, xls, xlsx, pdf, and txt with a limit of 100 MB per file. No jpg (photos) will be accepted. For scanned documents, use your scanner’s settings to SAVE AS *.pdf and use a moderate level of resolution.
- Alaska’s schools have a limit of 5 documents. If new documents are uploaded, please remove the old documents that are no longer needed.
- Districts/schools are responsible to download/save documents for their records as Alaska STEPP is for sharing purposes.

If you have any questions regarding whether or not to upload a specific document, please contact Patricia Farren, Alaska Department of Education & Early Development at 907-465-2892 or patricia.farren@alaska.gov.

Sample School Pacing Guide Template

	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Team Meeting Date	9 th on-site training	4 th at 3pm	1 st at 3pm	6 th at 3pm	4 th at 3pm	2 nd at 3pm	3 rd at 3pm	6 th at 3pm	4 th at 3pm
Webinar Date									
Indicators to Assess	Needs Assess ment								
Indicators to Plan									
Indicators/tasks to Monitor for progress									Review/monitor all tasks within all “planned” indicators.

ALASKA STEPP QUICK REFERENCE to PLACES



LOGIN: <http://www.indistar.org/>

Login

Login: xxxxxx Password: xxxxxx

DASHBOARD:



Home Complete Forms Submit Forms/Reports Docs & Links

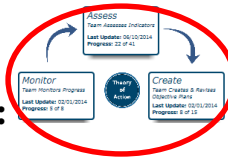
-Upload Folder -Forms -Submittals -Docs & Links



Access -Main Menu Page & -Navigation Toolbar

The Dashboard opens in a different web browser page than the Main Menu Page, so going from the Main Menu Page to the Dashboard requires clicking on the browser's open page tab: My Dashboard

MAIN MENU PAGE:



Assess, Create, Monitor

Snapshot	
New Celebration Report -->	Calculate Doc Journal
Last login:	04/10/2014
Last coaching comment received:	-
Last Learning Team Meeting:	06/20/2013
Last Indicator assessed:	03/03/2014
Last Team action:	03/14/2014
Number of objectives past due:	28,0000
Number of Teams past due:	5,0000
Number of Teams due in the next 30 days:	5,0000
View all on this Report	

Snapshot

Move between the Main Menu Page and the Navigation Toolbar to complete the three processes of school improvement planning.

NAVIGATION TOOLBAR:

+ Navigation Toolbar

Main Menu, Assess, Create, Monitor





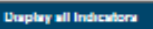
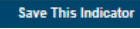

Enter School Information, School Team, Demographics, Assessment Data, Meeting Agendas, and Replies to Coaching Comments. Access Resources, Worksheets, and Reports.



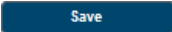


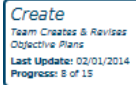

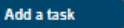
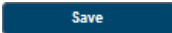
ALASKA STEPP QUICK REFERENCE





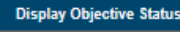
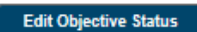


PROCESSES FOR SCHOOL IMPROVEMENT PLANNING

ASSESS

ASSESS AN INDICATOR 1.) Go to Assess on the Main Menu Page  or Assess  on the Navigation Toolbar. 2.) Click on Display all Indicators: . 3.) Choose an Indicator to assess. 4.) Give a rubric score. 5.) Follow the prompts: *Rubric Score 1 Will include in plan & Rubric Score 2 require a Priority Score, an Opportunity Score, & a Description of Current Implementation Level, Rubric Score 3 asks for Evidence of Full Implementation, and Rubric Score 4 Not a Priority or Interest asks for an Explanation why.* 6.) Click either Save This Indicator  or Save and Go To Plan .

WRITE AN OBJECTIVE 1.) Go to Create on the Main Menu Page  or Create  on the Navigation Toolbar. 2.) Choose a previously assessed indicator that does NOT have an objective written. 3.) Write a description: this is the Objective/Goal. 4.) Click Save .

ADD A TASK 1.) Go to Create on the Main Menu Page  or Create  on the Navigation Toolbar. 2.) Choose a previously assessed indicator that DOES have an objective written. 3.) Click Add a task . 4.) Add a task [Box 5a]. 5.) Assign a team member [Dropdown 5b]. 6.) Establish a completion date [5c]. 5.) Click Save .

MONITOR THE PLAN 1.) Go to Monitor on the Main Menu Page  or Monitor  on the Navigation Toolbar. 2.) Choose a previously assessed indicator that has an objective and task(s) written. 3.) Choose a task. 4.) Mark tasks complete  OR 5.) Add comments to tasks  OR 6.) Edit objective status by clicking  then clicking . 7.) Click Save/Update . 8.) Click Save/Update .